

Advocates for a Violence-Free Community House Assistant Volunteer Job Description

Keep Sprout House fully stocked, clean and welcoming at all times for survivors of domestic and sexual violence. House Assistant Volunteers work in Sprout House with the Shelter Manager to provide support for resident families and staff.

Primary Functions:

House Assistant Volunteers are responsible for assisting the Shelter Manager in facilities management and maintenance for the daily operations of the shelter. These tasks include but are not limited to, preparing rooms for new shelter residents, cleaning, organizing the storage areas, being a handy person, maintaining landscaping and grounds, picking up donations from community members, and helping put away donations.

Primary Duties and Responsibilities:

1. Interact with survivors of all ages while at Sprout House.
2. Assist residential staff in day to day facilities management and maintenance.
3. Follow lists provided by Shelter Manager to complete weekly tasks.

Requirements of Positions:

1. At least 18 years old
2. All volunteers must pass a criminal background check and informal interview with the Shelter Manager.
3. Complete volunteer application form complete with references.
4. Must sign a confidentiality statement, agree to all terms of the confidentiality agreement and personally commit to keeping the confidentiality of all AVFC locations and clients at all times.
5. Must support and follow all guidelines, policies and procedures associated with AVFC.
6. Attend and complete 16 hour DV training and 14 hours of SA training as well as all other training requirements.
7. Complete 6 hours of on-going training during a calendar year
8. Attend volunteer meetings
9. Will be evaluated once per year by VSC. Volunteers will also be asked to evaluate Advocates staff.

Qualifications for Positions:

1. Willingness to work within guidelines, policies, standards and mission statement of AVFC.
2. Awareness of and sensitivity to cultural/ethnic differences and/or willingness to learn.
3. Ability to work in stressful environments
4. Ability to work in a team and accept guidance and direction from staff members.
5. Experience with diverse cultures, languages and situations.
6. Willingness to learn, listen and be open minded when working with victims/survivors.
7. Bilingual abilities highly desirable but not mandatory.

COMMITMENT:

House Assistant Volunteers must make an initial six month commitment to come to Sprout House 1, 3 hour shift weekly. Volunteers are allowed full flexibility in scheduling shifts. Advocates fully recognize that burnout is a real issue in today's world and in this line of work. We encourage volunteers to take time off as needed for self-care.