



## **YOUTH ACTIVITY PROGRAM VOLUNTEER JOB DESCRIPTION**

Position title: Youth Activity Program Volunteer  
Assignment: Safe Shores—The DC Children's Advocacy Center  
Reports to: Victim Services Staff  
Commitment: Hours of commitment to be arranged with the Volunteer Coordinator

### **Responsibilities of Position:**

- Greet children and youth and their families upon arrival to Safe Shores;
- Establish rapport and create comfort level with children and their families;
- Interact with children while they await services at Safe Shores (including playing, reading, arts and crafts), provide meals/snacks and escort children to the restroom;
- Assist the parent/caregiver in completing the required paperwork for all children;
- Maintain playroom order by sorting through toys, disposing of toys in poor condition and recommending replacements to Victim Services Staff;
- Assist Safe Shores' staff/Multidisciplinary Team members in the coordination of client services as needed;
- Provide support to Safe Shores' staff with other special projects as needed, including but not limited to: administrative tasks, clothing closet support and the execution of seasonal drives.

### **Requirements for Position:**

- Must be 18 years of age with a valid Social Security Number;
- Complete a volunteer application (including 3 references);
- Attend a volunteer screening interview with the Volunteer Coordinator;
- Signed release for background checks to be performed on your behalf by Safe Shores;
- Attend and complete a volunteer training by Safe Shores;
- Must be able to volunteer during normal business hours;
- Understand confidentiality and the personal commitment to maintain confidentiality at all times;
- Sign a confidentiality statement;
- Sign a Volunteer Commitment form and adhere to all statements made therein;
- Maintain a Record of Volunteer Service Hours and submit record monthly to Volunteer Coordinator.

### **Qualifications of Position:**

- Willingness to work within the guidelines, policies and standards of Safe Shores;
- Good human relations skills and the willingness to be objective;
- Commitment of time, interest and energy to fulfill expectations of Safe Shores;
- Willingness to receive guidance and direction;
- Ability to work as part of a team;
- Sensitivity to cultural/ethnic differences.