HEART'S HAVEN SHELTER

where our hearts are watched over

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Volunteer Job Description

General Qualifications:

- Maintain confidentiality
- Work with and without direct supervision
- Complete required trainings
- Attend all scheduled meetings
- Basic understanding of or willingness to learn about domestic violence, oppression, and cultural diversity
- Follow Heart's Haven Shelter policies and procedures
- Some positions require review of driving record, background check, and ability to be insurable

Specific Qualifications/Job Descriptions:

Shelter Mentor - Work with individuals staying in shelter.

Duties Include: Basic advocacy including empathetic listening, emotional support, and knowledge of local resources, safety planning, plan and execute activities for shelter participants, and transportation. The shelter mentor also includes answering phones, fielding crisis calls, provide information to callers, maintain records for statistical tracking, follow-up contact, share information with staff members, and maintain consistent schedule. This position works closely with the Shelter Coordinator. Some duties require background check and/or review of driving record.

Court Monitoring - Attend court and monitor DV cases.

Duties Include: Follow specific cases, attend court proceedings, accompany individuals to court proceedings, documentation, and provide updates to the Community Advocate. Driving record review may be required.

Donations Assistant - Organizing and maintaining donation inventory.

Duties Include: Inventory donation upon receipt, maintain overall donation inventory, maintain the organization and storage of donations, and work closely with the Executive Assistant and Shelter Coordinator to maintain specific quantities of available items. Long term commitment necessary.

Community Events/Educator - Planning and executing public and educational events.

Duties Include: Co-facilitating presentations with staff, planning, assisting, and executing community events. Examples: public education, fundraising events, educational events. This volunteer position works closely with the Community Advocate.

Fundraising/Grant Writing - Planning and executing fundraising projects.

Duties Include: Assisting in the development and implementation of a fundraising program, planning for and managing fundraising events, identify and research donor prospects, solicitation of corporate sponsors, financial gifts, and in-kind donations. Search for grants, assist/write proposals, and search/provide support materials. Some tasks require outstanding grammar and research skills. This position works closely with the Executive Director.

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Handyperson - Routine maintenance on property.

Duties Include: Complete light repairs that may not require a specialized technician such as painting, landscaping, repair of walkways and exteriors, basic plumbing and electrical work, carpentry, general maintenance, and snow removal. This position works closely with the Executive Assistant.

Office, Clerical, Data Entry - Assist Administration Team.

Duties Include: Filing, data base entry, sorting, document reconciliation, and donor relations. This position works closely with the Executive Assistant.

Art/Occupational Activities Lead - Executing therapy activities.

Duties Include: Executing preplanned activities and plan and execute activities that are therapeutically beneficial to program participants. Ex: Group exercise, mindfulness, cooking, meditation, art, or music. This position requires no training, will work closely with the agency Counselor, and may require a background study.