



Women at the Well Grace House

Volunteer Job Description

Job Title: Volunteer General

Reports To: Executive Director

Approved By: Chair Board of Directors

Volunteer-General Job Description Summary

The Grace House volunteer program helps empower women to make positive life choices that enable them to maximize their potential. The volunteers need to commit to supporting the mission of Grace House by assisting the staff and Executive Director with various assignments. Length of job depends on the duties assigned or to attend some meetings as deemed necessary.

Participation Requirements

- Have a desire and passion to work with women who are homeless
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Attend training sessions, as scheduled
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback
- Adhere to the volunteer policies, ensuring the volunteers are following policies and procedures

Duties

- Perform duties as assigned
- Respectfully takes direction from Executive Director

Qualifications

- Be at least 18 years old
- Patient and flexible, ability to follow the lead
- Qualifications would depend on the volunteer job assigned

Skills/Abilities

- Ability to work with at risk individuals from diverse social, economic, educational, ethnic and cultural backgrounds
- Ability to comprehend, read and write instructions

- Ability to bend, carry, lift, stoop and use step ladder/stool to climb without difficulties as necessary for the job being performed
- Ability to follow safety measures to avoid injury to self and others
- Maintain a high-level of confidentiality
- Ability to multi-task, good organizations skills
- Self-starter, takes initiative to get things done in a timely manner
- Work effectively and respectfully as a team member

Supervisory Responsibilities

None

Benefits

- Personal fulfillment through contribution to the community and individuals
- Training sessions and group activities
- Volunteer experience, gain skills and knowledge for resumes, job applications

Other Conditions of Volunteering

Ability to work a flexible schedule, as needed.

Volunteering is contingent upon the outcome of a criminal records check, which may require fingerprints. Any history of criminal activity will be reviewed and could result in the denial or termination from volunteering.

Subject to random drug/alcohol testing.

I have read, understand and am to perform the duties described on this volunteer job description.

Print Volunteer Name: _____

Volunteer Signature: _____ Date: _____

Executive Director: _____ Date: _____