

Crossroads Safehouse Weekly Volunteer Jobs

- Title:** **Crisis Intervention/Shelter Volunteer**
- Purpose:** To work with and assist staff in providing crisis intervention to clients, and assist staff with the functioning of the shelter
- Supervision:** Shelter Director and Volunteer Coordinator
- Hours:** Monday-Friday 8am-4pm – depending on need
Time commitment: A minimum of 2 hours per week.

Essential Functions:

- Answer crisis calls and be able to refer to appropriate advocate or service agency
- Fill out initial contact forms
- Assist in the intake procedure
- Give house tours to new residents
- Greet and assist residents with medications, supplies (toilet paper, laundry detergent, etc), checking off chores and getting items from the boutique
- Answer and direct business calls
- Assist with on-going projects such as data entry, copying, filing, and shredding
- Assist with other Administrative duties (Fundraising, Marketing, etc)
- Assist with Crossroads Newsletter
- Answer the front door and direct individuals to appropriate staff
- Other duties as related or assigned

Requirements:

- Complete Volunteer Training
- Shadow for 1-2 crisis calls
- Be observed facilitating 1-2 crisis calls
- Shadow for 1 intake
- Be observed performing 1 intake
- Give 1 house tour to Volunteer Coordinator, or other Staff
- Attend monthly volunteer meetings

Qualifications:

- Knowledge of domestic violence and crisis intervention
- Basic understanding of Crossroads philosophy and purpose
- Knowledge of Crossroads programs and services
- Knowledge of Crossroads Events
- Knowledge of community resources
- Non-judgmental attitude
- Good written and oral communication skills

Title: Domestic Abuse Response Team (DART) Advocate

Purpose: To provide support systems to victims of domestic violence at the time of the incident.

Supervision: DART Coordinator and Volunteer Coordinator

Hours: Time commitment: Volunteer advocates take 3 twelve hour shifts per month. Shifts: 6 PM to 6 AM and 6 Am to 6 PM weekdays and weekends.

Essential Functions:

- Pick-up a pager at the shelter before shift and return it the next morning
- Provide support to victims of domestic violence at the time of the incident
- Provide victims with information and support about personal rights, dynamics of domestic violence, and legal proceedings
- Complete all paper work and return it to Crossroads by 9 AM the next business day
- Provide DART coordinators with desired shifts for the next month by 3rd week of the current month

Requirements:

- Complete Volunteer Training
- Complete DART Training
- Access to a reliable vehicle
- Valid driver's license and insurance
- Ability to respond to Dispatch within 5 minutes and to the scene within 30 minutes
- Able to return DART forms and pager to the shelter by 9AM the following morning
- Attend monthly volunteer meetings

Qualifications:

- Good written and verbal communication skills
- Non-judgmental attitude
- Able to set boundaries
- Empathy

Title: Facilities Volunteer

Purpose: Assist Facilities/Donations Manager in organization and provide basic maintenance work at the shelter (in order to keep the shelter functioning in a safe and orderly condition).

Supervision: Volunteer Coordinator and Facilities/Donations Manager

Hours: Hours will vary depending on the needs of the shelter and the amount of donation calls we receive. Time commitment: Food Pick-up 2 –3 hours per week. Donation and maintenance hours vary.

Essential Functions:

- Yard Work- mowing the lawn, clearing out bushes
- Maintenance of the interior

Requirements:

- Ability to lift heavy items (up to 50 lbs.)
- Attend monthly volunteer meetings

Qualifications:

- Knowledge of domestic violence
- Basic understanding of Crossroads philosophy and purpose
- Good communication skills

- General knowledge of house maintenance
- Basic understanding of general repairs and upkeep

Title: Donations Volunteer

Purpose: Assist shelter staff organizing donations in the boutique. The boutique is a space where our clients go to get donated items for daily living (clothes, toiletries, diapers, etc.)

Supervision: Volunteer Coordinator and Shelter Staff

Hours: Monday – Friday, 8:30am-6:00pm

Essential Functions:

- Go through donations and determine what we will keep
- Organize the donations and keep the Boutique well kept

Requirements:

- Spend at least two hours a week organizing donations
- Attend monthly volunteer meetings

Qualifications:

- General knowledge of domestic violence
- Basic organizational skills
- Non-judgmental attitude

Title: Legal Advocacy Program Volunteer

Purpose: To provide domestic violence victims with information, options, tools and support needed when making legal choices within the criminal and civil justice systems

Supervision: Legal Program Manager and Volunteer Coordinator

Hours: Bond hearings are Monday – Friday beginning at 1:30 PM. Crossroads clients may need legal advocacy during court hearings, other than Bond.
Time Commitment: Attend a minimum of three Bond hearing per month, 3-4 hrs per session.

Essential Functions:

- Provide support by accompanying victims to bond or other court hearings
- Gather information at bond hearings pertaining to Crossroads' clients
- Provide follow-up information and community referrals both in-person and via phone

Other Job Duties:

- Accompany victims to court hearings when requested
- Provide Protection Order information and support

Requirements:

- Complete Volunteer Training
- Shadow for 1-2 Bond Hearings
- Be able to hear the judge and defendants
- Understand and adhere to Legal Advocacy Protocol
- Reliable
- Attend monthly volunteer meetings

Qualifications:

- Knowledge of domestic violence
- Understanding of Crossroads philosophy and purpose
- Knowledge of Crossroads programs and services
- Understanding of the criminal and civil justice systems
- Sensitivity to different types of people and the decisions they make
- Good communication and listening skills

Title: Youth Advocacy Volunteer

Purpose: To provide advocacy and support to children and teens who are residents or outreach clients of the Safehouse. Advocacy will be provided on an individual and group basis. Youth advocate volunteers will also have the chance to educate young people in Larimer County on issues of domestic violence by presenting talks within the community.

Supervision: Supervision will be provided by the Volunteer Coordinator and Youth Advocate.

Hours: Children's groups are held Monday, Tuesday, and Thursday from 6-7 PM. And Tuesday from 1:30-2:30 and 4:00-5:30 Volunteers are asked to choose one of these days, but may fill-in on any of them if necessary. We ask that you arrive 10 minutes early (to help prepare), and stay 10 minutes following the group (to debrief).
Volunteers may also participate in other activities that involve the youth served by crossroads. These include but are not limited to: LEAD, Safe Pals Program, and community presentations to teenagers (given during school hours).

Essential Functions:

- Provide the presence of a positive adult role model
- Assist the youth advocates during children and teen groups
- Assist the youth advocates in any outreach activities in the community
- Assist the youth advocates in maintaining the playroom at the shelter
- Assist in presenting dating violence information in local junior and senior high schools
- Assist in researching current teen trends
- Assist in preparation of speaking events

Qualifications:

- Basic understanding of Crossroads philosophy and purpose
- Love of children/teens
- Knowledge of Crossroads programs and services
- Good communication skills
- Ability to interact with youth on an age appropriate level

Requirements:

- Complete volunteer training.
- Observe 1-2 Teen Dating Violence Institute presentations (if you will be providing TDVI presentations) and be observed facilitating 1-2 Presentations.
- Attend monthly volunteer meetings

Title: **Youth LEAD Program**
Youth LEAD (Learning, Enrichment, Achievement and Discovery) Program

Purpose: To provide valuable learning experiences and social interaction to children and youth involved with Crossroads Safehouse.

Supervision: Youth Advocate

Hours: Monday, Wednesday, Thursday 4:00-5:00pm and Tuesday 4:30-5:30. Volunteers are asked to choose one of these days, but may fill-in on any of them if necessary.

Essential Functions:

- Provide a positive adult role model
- Assist with age appropriate activities
- Assist in homework with children at the shelter
- Communicate any concerns or problems with Youth Advocate

Requirements

- Complete Volunteer Training
- Be available to help the same day and time each week
- Attend monthly volunteer meetings

Qualifications:

- Knowledge of domestic violence and the effects on children
- Basic understanding of Crossroads philosophy and purpose
- Ability to interact with a child on an age appropriate level

Title: **Safe Pals Mentor**

Purpose: To provide a positive and consistent role model, through one-on-one time, to children staying at the shelter.

Supervision: Youth Advocate

Hours: The hours may vary but as a guideline, we ask that you spend 2 hours per week with your mentee. Those hours are set sometime between M-F, 3-6 PM, or Sa-Su, 10-4.

Essential Functions:

- Provide a positive adult role model
- Perform age appropriate activities with child at the shelter
- Communicate any concerns or problems with Children's Advocate
- Keep Children's Advocate updated on positive behavior of mentee

Requirements:

- Complete Volunteer Training
- Be available to mentor the same day and same time each week, while the child is at the shelter
- Attend monthly volunteer Meetings

Qualifications:

- Love of children
- Knowledge of domestic violence and the effects on children
- Basic understanding of Crossroads philosophy and purpose
- Ability to interact with a child on an age appropriate level

Title: **Crosstrails Volunteer**

Purpose: To provide foster care to animals of Crossroads residents during their stay.

Supervision: Due to the unique situation of Foster Homes, meaning that you are unlikely to be in the shelter, we will provide you access to several Crossroads staff to ensure that you will be able to receive the support you need. The staff members will be the Shelter Director and Volunteer Coordinator (M-F 8:30-5:00 PM)

Hours: The animal/s will be placed in your home for 24-hour care. There may be times arranged where the animal will be taken to visit the owner.

Essential Functions:

- Transport animals to foster home or appropriate care facility
- Provide animal fostering for periods up to 7 weeks
- Tend to animal(s) daily needs (feeding, exercising, etc)
- Be willing to arrange off-site visits of the animal up to 4 times in 7 weeks
- Keep Crosstrails Coordinators up to date on the condition of animal
- Provide timely response to inquiries about the animal from Crosstrails Coordinators

Requirements:

- Complete an in-home initial visit with a Crosstrails staff person
- Attend monthly volunteer meetings

Qualifications:

- Love of animals
- Basic knowledge of domestic violence and its connection to animal abuse
- Basic understanding of Crossroads philosophy and purpose
- Non-judgmental attitude