

**Volunteer Position Description**

<b>Position Title</b>	Family Home Coverage Volunteer
<b>Supervised By/ Reports To</b>	Volunteer Coordinator Program Director (support as-needed)
<b>Overview of Position</b>	Provide coverage at the FH to relieve staff during long stretches of coverage, holidays, leave, and emergency illness
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• Provide independent, relief coverage for the Family Home to maintain 24-7 coverage, including weekends and holidays</li> <li>• Respond to shelter requests and other phone calls by directing callers to the appropriate staff person or resource</li> <li>• Support homeless women and families residing at the Family Home with daily needs, crisis intervention, and conflict resolution</li> <li>• Complete safety and maintenance checks of facility per agency checklists</li> <li>• Communicate with other full time staff and volunteers on-going facility, programmatic, and client needs</li> <li>• Follow all agency policies and procedures</li> <li>• Complete other tasks as assigned</li> <li>• Maintain Doorways values of dignity, empowerment, and respect with all clients, callers, staff, and volunteers of the agency and program</li> </ul>
<b>Time Commitment Required</b>	Shifts are 6-8 hours at a time; 24 hours/day; weekends and holidays. Minimum of 1 shift/month.
<b>Physical/Age Requirements</b>	18 years or older; able to climb stairs, lift 50 lbs,
<b>Skills/ Education</b>	Bachelors degree preferred
<b>Experience</b>	None Required
<b>Training Required</b>	Volunteer Information Night , 32 hours of training plus 12 hours on the job training, Background Check
<b>Benefits to the Volunteer</b>	<ul style="list-style-type: none"> <li>• Engaging with women, children, and families in crisis</li> <li>• Being a part of an award-winning non-profit in NoVA</li> <li>• Monthly volunteer newsletter including highlights and upcoming agency and community events</li> <li>• Supporting agency mission of working to end homelessness and family and intimate partner violence</li> </ul>

