

**Volunteer Position Description**

<b>Position Title</b>	<b>Safehouse Coverage Volunteer</b>
<b>Supervised By/ Reports To</b>	<b>Volunteer Coordinator Program Director (support as-needed)</b>
<b>Overview of Position</b>	<b>Provide coverage at the Safe house to relieve staff during long stretches of coverage, holidays, leave, and emergency illness</b>
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• <b>Provide independent, relief programmatic support for the Safehouse to maintain 24-7 coverage, including weekends and holidays</b></li> <li>• <b>Respond to hotline calls and shelter requests and phone calls by directing callers to the appropriate resource or staff person as necessary</b></li> <li>• <b>Support survivors and families residing at the Safehouse with daily needs, crisis intervention, and conflict resolution</b></li> <li>• <b>Complete safety and maintenance checks of facility per agency checklists</b></li> <li>• <b>Communicate with other full time staff and volunteers on-going facility, programmatic, and client needs</b></li> <li>• <b>Follow all agency policies and procedures</b></li> <li>• <b>Complete other tasks as assigned</b></li> <li>• <b>Maintain Doorways values of dignity, empowerment, and respect with all clients, callers, staff, and volunteers of the agency and program</b></li> </ul>
<b>Time Commitment Required</b>	<b>Shifts are 4-6 hours at a time; 24 hours/day; weekends and holidays. Minimum of 1 shift/month.</b>
<b>Physical/Age Requirements</b>	<b>18 years or older, able to climb stairs, lift 50 lbs</b>
<b>Skills/ Education</b>	<b>Bachelors degree preferred</b>
<b>Experience</b>	<b>None required</b>
<b>Training Required</b>	<b>Volunteer Information Night, 32 hours of training plus 12 hours of on the job training, Background Check</b>
<b>Benefits to the Volunteer</b>	<ul style="list-style-type: none"> <li>• <b>Engaging with women, children, and families in crisis</b></li> <li>• <b>Being a part of an award-winning non-profit in NoVA</b></li> <li>• <b>Monthly volunteer newsletter including highlights and upcoming agency and community events</b></li> <li>• <b>Supporting agency mission of working to end homelessness and family and intimate partner violence</b></li> </ul>