

Volunteer Position Description

Position Title	Family Home Coverage Volunteer
Supervised By/ Reports To	Volunteer Coordinator Program Director (support as-needed)
Overview of Position	Provide coverage at the FH to relieve staff during long stretches of coverage, holidays, leave, and emergency illness
Specific Tasks	<ul style="list-style-type: none"> • Provide independent, relief coverage for the Family Home to maintain 24-7 coverage, including weekends and holidays • Respond to shelter requests and other phone calls by directing callers to the appropriate staff person or resource • Support homeless women and families residing at the Family Home with daily needs, crisis intervention, and conflict resolution • Complete safety and maintenance checks of facility per agency checklists • Communicate with other full time staff and volunteers on-going facility, programmatic, and client needs • Follow all agency policies and procedures • Complete other tasks as assigned • Maintain Doorways values of dignity, empowerment, and respect with all clients, callers, staff, and volunteers of the agency and program
Time Commitment Required	Shifts are 4- hours at a time; 24 hours/day; weekends and holidays. Minimum of 2 shifts/month.
Physical/Age Requirements	18 years or older; able to climb stairs, lift 50 lbs,
Skills/ Education	Bachelors degree preferred
Experience	None Required
Training Required	Volunteer Information Night, Application, 32 hours of training plus 12 hours on the job training, Confidentiality Statement, Background Check required
Benefits to the Volunteer	<ul style="list-style-type: none"> • Engaging with women, children, and families in crisis • Being a part of an award-winning non-profit in NoVA • Quarterly volunteer newsletter including highlights and upcoming agency and community events • Supporting agency mission of working to end homelessness and family and intimate partner violence