

Volunteer Position Description

Position Title	Interpreter
Supervised By/ Reports To	Volunteer Coordinator Program Director (as needed) Member of the client services team (CSC, Children's Program, and FIT) for schedule coordination
Overview of Position	Translate meetings and documentation as needed by the family member.
Specific Tasks	<ul style="list-style-type: none"> • Translate conversations and documents for the family member during in-person client service meetings (assessments, service planning, and on-going interventions). • All conversations and interactions need to be translated in context using exact language and terms used by client and staff.
Time Commitment Required	Pending the need of the client, average of 1-3 hrs/week. Some meetings occur more often or are lengthier in nature.
Physical/Age Requirements	18 years or older
Skills/ Education	Bilingual
Experience	Translation and interpretation recommended
Training Required	Volunteer Information Night , 32 hours of training, background check
Benefits to the Volunteer	<ul style="list-style-type: none"> • Can practice your linguistic skills • Can observe and participate in therapeutic interventions for women and families in crisis • Receive monthly newsletter for agency highlights and upcoming events • Involvement with an award-winning non-profit agency in NoVA.