# Volunteer Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Safehouse Coverage Volunteer</th>
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<tbody>
<tr>
<td>Supervised By/ Reports To</td>
<td>Volunteer Coordinator Program Director (support as-needed)</td>
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<tr>
<td>Overview of Position</td>
<td>Provide coverage at the Safehouse to relieve staff during long stretches of coverage, holidays, leave, and emergency illness</td>
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## Specific Tasks
- Provide independent, relief programmatic support for the Safehouse to maintain 24-7 coverage, including weekends and holidays
- Respond to hotline calls and shelter requests and phone calls by directing callers to the appropriate resource or staff person as necessary
- Support survivors and families residing at the Safehouse 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 of on the job training, Confidentiality Statement, and Background Check required.

## Benefits to the Volunteer
- 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