

Volunteer Position Description

Position Title	Safehouse Coverage Volunteer
Supervised By/ Reports To	Volunteer Coordinator Program Director (support as-needed)
Overview of Position	Provide coverage at the Safe house to relieve staff during long stretches of coverage, holidays, leave, and emergency illness
Specific Tasks	<ul style="list-style-type: none"> • 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	<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