

HUBBARD HOUSE, INC.
VOLUNTEER JOB DESCRIPTION

Job Title: Lead Family Advocate Volunteer

Goal of Position: To facilitate children's group activities by following approved curriculum.

Reports to: Child Care Center Coordinator

Activities:

1. Coordinating and supervising evening activities of children in the emergency shelter.
2. Interact with children and observe behavior. Report any concerns immediately to Child Care Center Coordinator.
3. Provide supervision to other volunteer Family Advocates.
4. Accurately complete group sign-in forms and other required documentation. Transmit documentation to Child Care Center Coordinator.
5. May participate in weekly child case management meeting.

Time Frame: Monday, Tuesday, Wednesday or Thursday, 5:30 p.m. – 8:00 p.m. Children's case management meetings currently meet each Thursday at 12:30 p.m.- 2:30 p.m.

Length of Commitment: Six months to one year

Estimated Total Hours: Depending on how many nights providing coverage, 2.5 hours per night. If attending Children's case management meeting (optional), additional 2 hours.

Schedule: Regular shifts are Monday, Tuesday, Wednesday or Thursday, 5:30 p.m. – 8:00 p.m. Children's case management meetings currently meet each Thursday at 12:30 p.m.- 2:30 p.m.

Qualifications Sought:

1. Approved background screening with Department of Children and Families, JSO, and FDLE
2. An individual who exhibits leadership and organizational skills.
3. Caring individual capable of interacting with children from violent homes.
4. Individual who exhibits patience with children.
5. A creative and energetic individual.
6. Strong communication skills
7. High school diploma preferred.

Benefits:

1. Hugs, smiles, and laughter of children.
2. Being a world changer by helping children break the cycle of violence in their lives.
3. Being a vital part of a dynamic team that saves lives.
4. Exciting, diverse, and challenging work atmosphere.
5. Opportunity to build job skills.
6. In-service training opportunities.

I have read and understand the job descriptions for this position:

Signature

Date