

EVE, Inc.

Intern/Volunteer Position Description

Position Title: Children's Program Volunteer

Supervised By: Child & Family Advocate

Brief Description of the Position:

Volunteer works with the Youth Services Coordinator as a part of the Children's Program Team to provide services to children participating in EVE's program. Children's Program services are dependent upon the population of children in shelter, their needs, and their schedules. Volunteer should be able to work with some flexibility and independence.

Requirements for the Position:

- ⌘ Student must be approved by their advisor and EVE, and committed to at least one semester
- ⌘ Ability to work independently and with flexibility
- ⌘ Commitment to working as part of the Children's Program Team
- ⌘ Strong organizational, verbal and writing skills
- ⌘ Sensitivity to working with a diverse population and age range of children
- ⌘ Knowledge and sensitivity of domestic violence and/or crisis intervention is helpful
- ⌘ Experience with children

Duties:

- ⌘ Create, plan, implement, and facilitate a children's activity group such as movie night, art projects, etc.
- ⌘ Assist other members of the Children's Program Team with planning and coordination of children's activities, programs and field trips
- ⌘ Assist with child care activities – minimum of one night per week (either Tuesday or Thursday evening)
- ⌘ Assist with maintenance of children's play area
- ⌘ Be a positive role model
- ⌘ Transport children to activities and field trips as needed
- ⌘ Assist with office duties to include donations, thank you letters, computer work, file and office maintenance

Hours/week:

Minimum of 4hrs per week

At least 1 Semester Commitment

Training hours do not count as part of required time commitment

Days/Hours Needed:

Tuesdays and Thursdays 6:45-9 PM

First Saturday of the Month (When Activity is Scheduled)

Other Days as needed

Training/Tests Required:

- ⌘ Children's Program Training
- ⌘ Yearly TB Test
- ⌘ EVE, Inc. Volunteer Training

For more information about Volunteer Opportunities:

EVE, Inc.

Attn: Jillian Pastoor

Community Relations Coordinator

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