



Macomb County Child Advocacy Center / Care House Volunteer Job Descriptions

- Clerical/Office Volunteer
- Direct Care Volunteer/Intern
- Grounds Maintenance Volunteer
- Special Event / Fundraising Volunteer

Please note all of the following volunteer requirements and availability:

18 years of age or older, completed volunteer application, volunteer interview, criminal background check, reference check, agency orientation and agency provided training. Availability for positions, unless otherwise stated is normal business hours (9am-5pm) and upon advance notice of special projects.

Clerical/Office Volunteer:

Duties include but are not limited to: making copies, compiling packets, organizing files and literature, preparing bulk mailings, restocking shelves, answering telephones, maintaining office/wish list inventories and general everyday administrative tasks. Volunteer may also welcome families, assist parents with paperwork, assist with providing snacks to children, tidying waiting room areas and providing guests with general assistance.

Direct Care Volunteer:

Duties include but are not limited to: Greeting and informally visiting with children and adults while creating a safe and child friendly environment as families wait for interviews or counseling sessions, entertaining children and siblings in the waiting area, assisting with providing snacks to children, helping children pick out stuffed animals to take home and tidying the waiting room areas. The Direct Care Volunteer/Intern may also assist Care

House's Family Advocate/Counselors during weekly group sessions (Group Sessions are held at various times and volunteers will be notified in advance to participate as needed).

Applicants for Direct Care Volunteer positions MUST complete a specialized training prior to placement (Please note: if you have worked or volunteered with another organization you **MUST** list that organization as a reference).

Grounds Maintenance Volunteer:

Duties include but are not limited to: spending time outdoors beautifying the yard in the spring, summer or fall by planting flowers, raking leaves, maintaining flower beds or weeding unwanted vegetation. This is a good opportunity for high school groups, work or church groups who interested in community involvement.

Special Event / Fundraising Volunteer:

Duties include but are not limited to: pre-event planning and preparations, post-event clean up, participation in various aspects of special events, serving on and attending event committee meetings. This position also includes gathering donations for the event, assembling mailings and telephoning prospective advertisers/sponsors. This volunteer may also participate in the event by helping with registration, greeting guests, collecting tickets or various other activities. Events are held at various times and volunteers will be called to participate as the need arises.