



## **MACOMB COUNTY CHILD ADVOCACY CENTER, INC./CARE HOUSE**

### **VOLUNTEER JOB DESCRIPTIONS**

Please note the following requirements for volunteer eligibility:

**18 years of age or older, completed volunteer/intern 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, supervising/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 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 by Care House prior to placement.** (Please note: If you have worked or volunteered with another organization you **MUST** list that organization as a reference.)

#### **Facility 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. These volunteers may also participate in interior and/or exterior painting and cleaning projects. These projects can be good opportunities for high school groups, work or church groups who are 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. Our events are held at various times throughout the year and volunteers will be called to participate as the need arises.

If you have any questions regarding our volunteer opportunities, please contact our Volunteer Coordinator, Sheri Miller at [SheriM@mccarehouse.org](mailto:SheriM@mccarehouse.org) or at 586-463-0123.

*The Macomb County Child Advocacy Center, Inc./Care House is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment, internships and volunteer placements. All personnel actions, such as recruitment, hiring, placements, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and education, recreational, and social programs are administered without regard to sexual orientation, race, color, sex, religion, national origin, citizenship status, age or disability status.*

