Job Description

**Position Title** - Volunteer “Angel”

**Goal of the Position** - To develop relationships with Kindness Initiative “Members” who are experiencing financial instability, and to assist them in accessing the services he or she needs to regain financial self-sufficiency.

**Role** - The “Angel’s” role is to support their Members by:

- Assisting & empowering them to resolve current issues and to develop coping strategies for the future.
- Provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries.
- Acknowledging their strengths, talents and gifts and encouraging them to find ways to use them.
- Be an active listener and offer support and encouragement when appropriate.

**Responsibilities**

- Complete application process, consisting of written application, references, interview, background checks and volunteer training.
- Monthly supervision/support groups with the Volunteer Coordinator.
- Maintain confidentiality of participants.
- Clear communication with the family, Caseworker and Volunteer Coordinator.

**Qualifications**

- Willingness to provide emotional, social, and practical support within limits.
- Knowledge of one’s boundaries and ability to set limits with others.
- Recognition that all people have strengths and they need to discover and use them.
- Valid driver’s license and insurance.
- Completed background check and training.
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Time Commitment - 3-5 hours/week per assigned “Member”

- Communicating w/ Member via email or phone
- Communicating w/ Kindness Initiative team-members via email or phone
- Updating Member file w/ summaries of all interactions with or about them

Supervision/Training

- Volunteers must participate in an orientation session, prior to starting their work as a volunteer
  - Learn about Kindness Initiative model
  - Understand role of Volunteer “Angel”
  - Sign confidentiality agreement, at conclusion of training
- Quarterly supervision/training groups provided by the Volunteer Coordinator.
- Individual meetings with Volunteer Coordinator when necessary.