kindness INITIATIVE

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.

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.