



## **Volunteer Job Description**

**Position Title:** Intern / Volunteer Advocate

### **General Description:**

Intern / Volunteer Advocates work closely with Shelter and Client Advocates to provide support and guidance to survivors of domestic and sexual violence in Lenoir, Greene, and Duplin Counties. They will assist shelter residents and clients in access programs, develop educational materials relevant to the needs of residents and staff, and assist in answering and responding to crisis calls. This is an unpaid position.

### **Job Responsibilities:**

1. Provide support for the needs of women or men that have experienced abuse.
2. Assist in answering phone calls on crisis line.
3. Support Advocates as they facilitate women's groups and participate in meetings.
4. Assist shelter residents in accessing county and community based services and support.
5. Develop and implement educational materials and presentations relevant to the needs and experiences of clients and shelter residents.
6. Maintain confidentiality of all SAFE's clients and staff.
7. Complete necessary documentation.
8. Log hours and complete periodic evaluations.

### **Qualifications:**

1. Must be at least 18 years of age.
2. Complete the screening process, including formally applying and interviewing.
3. Consent to and pass criminal background checks.
4. Must be open-minded and non-judgmental.
5. Have excellent communication skills, with bilingual speaking beneficial.
6. Must be assertive and mature.
7. Knowledgeable of current computer software.
8. Ability to maintain professional boundaries.
9. Must be detail oriented and organized.
10. Ability to work alone and/or in groups.
11. Advocate for and live a healthy, non-violent lifestyle.

### **Time Commitment:**

1. Shifts are general 2-4 hours.
2. Shifts include weekdays and weekends – mornings, afternoons, and evenings.
3. Minimum commitment of at least one day per week for 3+ months.

### **Training / Support Provided:**

1. Orientation training, specific to organization and shelter environment.



2. Full and part-time SAFE staff to assist in any issues or challenges that may arise.

**Benefits:**

1. Become a part of a local and nationwide movement to end sexual and domestic violence.
2. Serve the community.
3. Gain beneficial crisis intervention knowledge and advocacy skill.
4. Take advantage of networking opportunities and experiences to build your resume.
5. Make a difference in the lives of those you work with.

**Volunteer Program Coordinator:** Carolyn Fields, Director of Victim Services  
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