



## Volunteer Life Skills Instructor

**Direct Supervisor:** Volunteer Services Manager

**Position Function:** To assist clients in learning key life skills in an engaging and developmentally appropriate manner.

**Experience:** *Varies, depending on the particular life skill being taught. Professional expertise or clearly-demonstrated personal proficiency in the life skill being taught is preferred.*

**Specific Functions:** Volunteer will lead interactive, hands-on life skill instruction in 1-2 hour increments for small groups of ACH clients, who may range in age from young children to youth and adults. Life skills sessions will achieve specific objectives, agreed upon in advance between instructor and program supervisor.

**Environment:** Wichita or Wedgwood Campuses, inside or outside depending on event.

**Screening:** Detailed screening process, including background check, FBI fingerprinting, drug test, sex offender registry check and TB skin test. Maintain confidentiality and follow policies and procedures related to ACH standards.

**Confidentiality:** *Always maintain confidentiality and follow policies related to volunteer, personnel, and client records, even after service has ended.*

### **Key Expectations/Responsibilities:**

- Good interpersonal and communication skills.
- Professional or personal expertise in life skill area being offered.
- Willingness to adapt life skill session to meet needs of ACH clients and families.
- Warm, friendly, and caring.
- Requires sensitivity to the service population's cultural and socioeconomic characteristics.
- Must attend Orientation and Training.
- Adhere to all ACH policies and procedures.



**ACH** child and family services  
protecting children. preserving families. since 1915.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position*

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**Volunteer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Dates Reviewed/Updated: 05/2020**