

## **Supper Club Volunteer**

*The 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*

**Direct Supervisor:** Program Supervisor

**Position Function:** Plan, organize, and participate in activities with children. Activities should be fun and age appropriate. It can be crafts, games, sports, or educational.

**Experience:** N/A

**Specific Functions:** Communicate/coordinate and schedule visits with the Youth Care workers. Advance preparation of activities. Coordinate or supply needed art or crafts supplies. Establish respectful relationships with the children and staff. Work collaboratively with and take direction from ACH Staff.

**Environment:** Inside or outside with emphasis on common areas.

**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.
- Like, understand, and relate well with children and/or teens.
- Ability to take direction and follow policy and procedures.
- Be a positive role model.
- Be able to use appropriate language and behavior with children and/or teens.