



VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Care Services' Lindencroft

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Community Care Services - Lindencroft Volunteer

QUALIFICATIONS (Education and Experience)

- There are no education requirements for volunteers.
- Sensitivity to the challenges of adolescents and ability to relate to them.
- Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality.

Community Care Services seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Reinforce the program rules and expectations by modeling positive social interactions and reactions.
- Keep a record of your service hours on the posted form at Lindencroft.

- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Conduct classes in yoga, meditation, arts and crafts, music (if applicable)
- Repairs, painting (if applicable)
- Landscaping (if applicable)
- Be a role model/visiting resource to a young woman (if applicable)
- Your ideas are always welcome!

OTHER RELATED RESPONSIBILITIES

All long-term volunteers (performing a total of more than 20 hours of service) at Lindencroft complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on Community Care Services' mission, as well as the Lindencroft program's place in that mission, including its philosophy, goals and general policies. The OSHA training is repeated annually.

Volunteers are encouraged to attend additional training, including First Aid and CPR, This training is our gift to you.

WORKING CONDITIONS

Volunteers provide community service at Lindencroft: 1 Vary Way; Berkley, MA

OTHER: Lindencroft is a program of Community Care Services. The program serves adolescent females through a comprehensive network of services, including community living, behavioral treatment, therapeutic recreation, and family, group and individual counseling. Services are individually tailored to meet the diverse needs of each resident. The goal of the Lindencroft Program is to create a safe, caring home environment that supports growth and independence. Each resident at Lindencroft develops an Individual Treatment Plan, with input from their family and key professionals, whereby goals are set in areas such as community living, counseling, life skills, health education, vocation, and hobbies. Through this goal-setting process, staff encourages residents to build on their strengths and address their areas of concern.

AGENCY SUMMARY:

Community Care Services is a non-profit 501(c)(3) human services agency. Our mission is to maximize the potential inherent in individuals, families and communities. The agency offers over 30 diverse programs throughout Southeastern Massachusetts, parts of Rhode Island and Connecticut, serving over 8,000 individuals each year.

We have over 400 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

Please visit our website at www.communitycareservices.org. On the "Home" page, type **volunteer** in the search bar. This will link you to the agency's Volunteer & Intern website for additional information and application paperwork.

Because you have chosen to volunteer at one of Community Care Services' programs, we recognize that you are a generous and caring person. We appreciate your contributions; and our staff is committed to providing excellent supervision and support for you. We sincerely feel that volunteers are members of our team; and we hope that you feel as we do.

Contact:

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