



VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Care Services' Southeast Alternative Schools

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Community Care Services - Southeast Alternative Schools Volunteer

QUALIFICATIONS (Education and Experience)

- There are no education requirements for volunteers. Sensitivity to the challenges of our students and ability to relate to these service recipients.
- 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.
- Keep a record of your service hours on the posted form at SAS.
- 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:

- Vocational shadowing for a student in the landscaping, food service, cosmetology, plumbing, electrical work or other businesses (if applicable).
- Small group workshops in job preparedness, including resume writing, interview skills, including “dress for success” and table manners (if applicable),
- Coaching in peer mediation skills to help students resolve disputes peacefully. Volunteers who have completed the SCORE (Student Conflict Resolution Experts) training would be valuable candidates (if applicable).
- Present a program on your hobby, special interests, travels (if applicable).
- Tutoring in writing, reading, science or math (if applicable).
- Be a role model/mentor (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 Southeast Alternative Schools 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 schools’ 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/ CONTACTS

With the exception of job shadowing, volunteer service may be performed at any our three schools:

OTHER (Descriptions and Contacts):

The Southeast Alternative School (SAS) is a comprehensive, therapeutic day program operated by Community Care Services, Inc. SAS serves students in two campuses: Cape Cod and Middleboro. SAS has nearly 25 years of experience offering individualized special education, clinical treatment, prevocational and vocational experience and therapeutic supports in a community-based setting.

The Cape Cod Campus is a community-based high school that serves medically stable students challenged by emotional, learning and behavioral disabilities. Typical diagnoses include depression, bipolar disorder, impulsivity, organizational and attention issues, processing and expressive disorders, reading disabilities, etc. About half of the students have been diagnosed with Asperger's Syndrome or have AS characteristics. At the Cape Cod campus, students regularly participate in community service activities.

The **Young Adult Campus** is located at the same address.

Traci Wyse, Director
117 Stowe Road, Sandwich, MA 02563
(508) 420-6401
twyse@communitycareservices.org

The Middleboro Campus is a community-based middle school and high school that serves medically stable students challenged by emotional, learning and behavioral disabilities. Typical diagnoses include depression, bipolar disorder, impulsivity, organization and attention issues, processing and expressive disorder, reading disabilities, etc. High school students explore their readiness for work through our School to Career program, which allows students to investigate occupational interests through intern and apprenticeship placements.

Timothy R. Hurley, Director (middle school and high school)
49 Plymouth Street, Middleboro, MA 02346
(508) 822-7728
thurley@communitycareservices.org

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.