



VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Care Services' Silver City Teen Center

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Community Care Services - Silver City Teen Center 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 Teen Center participants, 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 Teen Center guidelines by modeling positive social interactions and reactions.
- Keep a record of your service hours on the posted form at SCTC.

- 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 (if applicable to your skills and interests), including:

- Tutoring
- English as a Second Language (ESL) practice and support
- Budgeting Skills instruction
- Job preparedness (resume writing, interview skills, "dress for success")
- Assistance with student grant writing
- Organizing community service projects
- Sewing instruction and assistance with a "Peace Quilt"
- Participating in activities (basketball, art projects, Wii, Xbox, etc.)
- Your own 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

Volunteers provide service at the Silver City Teen Center, located in the First Parish Church, 68 Church Green; Taunton, MA 02780.

OTHER: Our young adults have told us that they need safe places to connect in positive ways with their peers and their community. The Silver City Teen Center was born to meet that need. Now we need **YOU** to make this a success! Dedicated to nonviolence, SCTC provides teens with a safe place to gather, participate in social and recreational activities, get homework help, learn about and access community resources, and engage in community service opportunities.

Silver City Teen Center is a program of **Community Care Services**, offered in collaboration

with Southeastern Massachusetts Voices against Violence. This program was one of ten national winners of the 2008 Make a Difference Day competition.

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:

Annmarie Matulis, Coordinator

508-922-7278

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