



## VOLUNTEER JOB DESCRIPTION

Reports to: Assistant Director and Immediate Supervisor

**Qualifications:** The Direct Volunteer having direct unsupervised care of children must submit to local, state and national crime checks and other background checks as requested including BMV, Central Registry, and others. The Direct Volunteer having direct unsupervised care of children must complete required background checks including BCI / FBI with no record of forbidden offenses listed in OAC 5101:2-5-09. Indirect Volunteers for events, activities, and/or office tasks will be overseen by Isaiah's Place staff or Direct Volunteers and are not required to complete background checks. Indirect Volunteers are not permitted care for youth unsupervised.

**Objectives:** All volunteers will gain knowledge / experience with foster care and adoption issues through exposure to and participation in agency activities. The volunteer will provide a service to the agency, at no fee, that will benefit the agency, youth and/or families.

Duties and Responsibilities may include:

1. Assist Case Specialists and foster parents with transportation of youth to scheduled appointments
2. Complete and turn in transport paperwork and any other paperwork that may be associated with the transportation (i.e.-medical or school forms).
3. Work closely with Case Specialists regarding behaviors and possible crisis intervention on an individual case basis.
4. Coordinate special youth activities as they relate to treatment goals under the direction of Case Specialists.
5. Assist in fundraising activities, event planning, meal prep and agency parties / picnics as needed.
6. Assist clerical staff in answering office phones, filing and other duties, as needed.
7. Assist in childcare for agency trainings.
8. Attend any required orientation/training relevant to the volunteer experience. This job may require the physical functions of sitting, walking, lifting, inputting data electronically, driving, and transporting clients.
9. This job requires the mental functions of reading, writing/documentation, basic math calculations, crisis de-escalation, and withstanding moderate amounts of stress.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the Assistant Director or other members of the Isaiah's Place Staff.

Isaiah's Place, Inc. reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Volunteer - Printed

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Volunteer - Signed

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Date

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Assistant Director

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Date