

VOLUNTEER JOB DESCRIPTION

**Reports to:** Care Community Liaison at Isaiah’s Place and Immediate Supervisor

**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.

**Qualifications:**

* Must submit to local, state and national crime checks and other background checks as requested including BMV, Central Registry, and others.
* Complete required background checks including BCI / FBI with no record of forbidden offenses listed in OAC 5101:2-5-09.
* 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.

**Duties and Responsibilities may include:**

**Family Helper**:  
Serve the foster family in ways that will support them, whether it is to supply a meal, help with errands, extra housework, laundry, yard work, homework or even childcare for the biological or previously adopted children in the family. The possibilities are endless, and you may see how your gifts and talents may match well with the needs of the supported family. Keep your eyes and ears open to learn about their unique needs.

**Child Mentor:**   
Become more involved in the life of a vulnerable child, offering a great opportunity to pour love and encouragement into them. We ask Child Mentors to commit to providing childcare at least twice per month. Childcare is the area where our parents need the most support and tend to receive the least. They are hesitant to ask for childcare beyond necessary appointments, fearing they are inconveniencing you. If you commit to being a Child Mentor, ask how you can serve the family one per month with regularly scheduled childcare for a ate night or for driving to a reoccurring appointment or practice. Working this out in advance allows the parents to know they can count on your consistent help. Then, also strive to be available to accommodate at least once on an “as needed” basis. **Must meet additional documentation requirements for Alternative Caregiver Provider.**

**Interim Caregiver:**Serve as overnight caregiver in their home or in the supported family’s home from as little as one night up to two weeks, in accordance with the approval policy of Isaiah’s Place. **Must meet additional training and documentation requirements for Care Community Respite Provider.**

**Agency Volunteers:**Assist in agency activities including but not limited to fundraising activities, event planning, meal prep and agency parties / picnics as needed. Assist clerical staff in answering office phones, filing and other duties, as needed. Assist in childcare for agency trainings. Coordinate special youth activities as they relate to treatment goals under the direction of Case Specialists. Work closely with Case Specialists regarding behaviors and possible crisis intervention on an individual case basis. Assist Case Specialists and foster parents with transportation of youth to scheduled appointments.

This job description is not intended to be all inclusive as the volunteer will also perform other reasonably related business duties as assigned by the Executive Director or Board of Trustees.

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.

Volunteer - Printed

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Volunteer - Signed Date Isaiah’s Place Staff Date