****

Approved: **DRAFT**

Revised:

**Volunteer Service Position**

**Position Title:** Volunteer, Family Intervention Services

**General Responsibilities:**

The general responsibilities of this position include the responsibilities shared by all staff and volunteers of Lutheran Services of Georgia (LSG). These obligations include understanding and performing in accordance with the values of LSG; endeavoring to provide quality services to clients of LSG; striving to find new, efficient, effective and economical ways to perform tasks; performing job duties in a thorough, accurate and timely manner; cooperating with others in the team; meeting attendance and punctuality standards; conducting business in a professional, courteous and tactful manner; demonstrating respect for the privacy of clients and employees; taking precautions to prevent accidents; and embracing diversity and respect for the cultural differences among clients and other staff.

**Specific Responsibilities:**

* Conforms with and abides by all regulations, policies, work procedures and instructions.
* May assist with supervising parent-child and sibling visitations
* May assist with transporting clients to and from program activities
* May assist with co-facilitating children's group
* May provide child care for participants of parenting groups or training sessions
* Completes documentation for services provided
* May assist with administrative duties, such as filing and data entry
* Able to work in collaboration with staff to develop innovative programming
* Performs other duties as assigned to meet program needs

**Supervisory Responsibilities:** None

**Accountability:** This position reports to the Program Manager for Family Intervention Services.

**Qualifications:**

* Education- High School Diploma or equivalent
* Pass an OIS fitness determination
* Possess proof of valid Georgia Driver’s License and have a good driving record (if transporting clients)
* Maintain liability insurance on personal vehicle (if transporting clients)
* Maintain the vehicle with seat belts in good repair, and comply with current state regulations on the transport of children in passenger vehicles ensuring age-appropriate, individual restraints (if transporting clients).
* Experience working with children and adolescents in personal and/or professional capacity
* Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face
* Conviction about the capacity of people to grow and change
* Ability to work in partnership with other team members

**Location:** Atlanta

**Time Commitment:** To be determined by supervisor

**Comments:**  This position is unpaid.

**Category:**

Board Volunteer

Agency Volunteers:

Direct Service Volunteer Regularly Scheduled Non-Direct Service Volunteers Regularly Scheduled Non-Direct Service “Confidential” Volunteer

Consultant Special Case Volunteers Intern