Position Title: VOICES Advocate

Position Summary: VOICES Advocate supports the program via participation in program outreach, coordination of the drop-in center, workshops and events, administrative support and overall program development and implementation. This position is a full time (40 hours a week) position that requires staff to be on site at the VOICES Sonoma Location. Starting at $20 an hour. If interested please contact angel@voicesyouthcenter.org

Areas of Responsibility:

- **Coaching, information and referral to youth ages 14-24**
  - Work with staff team to address youth’s education, employment, housing and wellness needs.
  - Make referrals to internal and external programs in order for youth to reach their goals.
  - Record coaching, information and referral progress notes and contacts in Daily Logs.
  - Maintain up to date records by regularly entering progress notes and contact records from Daily Logs into Efforts to Outcomes and/or Air Table electronic database.
  - Assist in outreach to youth to expand knowledge and understanding of VOICES

- **Staffing Front Desk**
  - Ensure new youth are thoroughly oriented to VOICES’ offerings, building, staff and membership in a timely and quality manner which focuses on the individual’s biggest need or immediate request. Assist youth in completing all necessary membership forms and surveys.
  - Ensure volunteers are oriented to VOICES’ philosophy, volunteer roles and responsibilities and schedule. Oversee volunteers’ work while at the Center.
  - Coordinate accurate records of program activities by recording all youth attendance and appointments on Drop-In sign-in sheet.
  - Track volunteer activities on Volunteer Sign-in Sheet.
  - Maintain up to date records by entering data from the previous day’s Drop-In and workshop sign in sheets in Efforts to Outcomes database/Air Table.

- **Events**
  - Event workshop coordination, including preparation and collection of sign-in sheet.
  - Lead and plan one event each month either workshop or barbecue
  - Support VOICES-wide events including monthly barbecues, anniversary event, and workshops.

- **Outreach**
  - Going out into the community and participating in street outreach, as well as providing services to youth “on the go”
  - Creating a connection to all youth, inviting them to events, workshops, etc.

- **General**
  - Every day support and connection to VOICES staff
  - Supporting all other staff and programs within On The Move when necessary
  - Additional duties may be included
VOICES Advocate
Position Description

Desired Qualifications/Skills
- Bilingual preferred
- Ability to adapt
- Critical thinking skills
- Willingness to learn
- Growth mindset
- Reliable
- Punctual