



North Georgia Mountain Crisis Network, Inc.

Volunteer Job Description / Opportunities

Volunteers are usually needed during traditional business hours (Monday-Friday, 8am-5pm). Special projects or activities may require evening or weekend hours.

This is in no way an exhaustive list of the possibilities. We have compiled this listing as a way to provide examples of different types of activities so that on a case-by-case basis we can determine the best use of each volunteer's unique talents.

Expectations for All Volunteers:

- Demonstrate knowledge of domestic violence, an understanding of related issues, and a commitment to ending violence against women.
- Demonstrate ability to develop and maintain cooperative relations with a diversity of individuals.
- Pass a satisfactory criminal background check.
- Maintain an accurate record of all services and activities.
- Adhere to all volunteer policies.

Responsibilities by Opportunity:

Clerical

- Filing, data entry, printing/creating files, etc.

Donation Food Drives

- Collecting various items such as:
 - Food
 - Personal hygiene items
 - Bed/bath linens
 - Cleaning supplies
 - Birthday goodies
 - Seasonal items
 - Etc.

Crisis Line

- Answering the 24-hour crisis line and documenting calls accordingly.

Life Skills / Parenting Class Facilitator

- Facilitate small group education sessions on relevant topics as scheduled.
- Develop presentations using personal knowledge or provided curriculum.
- This may also include leading self-care or hobby type activities such as arts & crafts, cooking, gardening, or exercise.

Children's Activities

- Read a story to the children in the shelter.
- Plan and facilitate a related activity such as craft, snack, or game.
- Homework assistance

Childcare Provider

- Provide childcare while mothers are participating in case management activities.
- Interactive play is preferred.
- Maintain safety of children while in care.
- Maintain cleanliness of play areas with assistance of the children.

Adult Activities

- Assists with planning various activities such as:
 - Spa days
 - Movie nights
 - Cooking projects
 - Health and fitness
 - Gardening

Housekeeping and/or Maintenance

- Assist with general shelter maintenance and repairs according to skill level.
- Assist with facility projects such as installing shelves, etc. according to skill level.
- Landscaping
- General and/or deep cleaning projects at the shelter or outreach office

Donation Assistant / Thrift Store Assistant

- Assist with the management of incoming donations to include sorting, distribution, and documentation.
- Assist with the maintenance of donation organization and storage.
- Sorting, stocking, cleaning, setting displays, etc.

Community Awareness Volunteer

- Assist with the planning and implementation of awareness activities within the community.
 - Various event periods include:
 - Domestic Violence Awareness Month
 - Sexual Assault Awareness Month
 - Teen Dating Awareness Month
- Co-facilitate community meetings, awareness campaigns, events.
- This may include events, educational programs, or marketing displays.

The following is a list of project ideas that could be implemented as an individual or a group.

- **Create Welcome to NGMCN Baskets**
 - Gift baskets or tote bags filled with encouraging notes and items to be given to families when they enter the shelter.
 - Suggested contents (adult): journal, candy, word puzzle books, hand lotion, manicure sets, playing cards
 - Suggested contents (child): coloring book, crayons, card games, small toys, chapstick, candy

- **Create Housewarming Baskets**
 - Buckets, baskets, or other containers filled with encouraging notes and items to be given to families as they leave shelter for independent housing.
 - Suggested contents: cleaning supplies, paper products, kitchen tools, pantry items

- **Create Birthday Party kits (or be available to put on a party)**
 - Bag (or box) filled with items to be used for a child's birthday.
 - Suggested contents: boxed cake mix, canned frosting, party plates, cups, & napkins, Kool-Aid mix, balloons, party favors

- **Create Back to School Bags**
 - Backpacks filled with school supplies

- **Plan a Family Activity (involve mothers and children)**
 - Suggestions
 - Make Your Own Pizza Party – bring makings for pizza and help clients put together their own personal pizzas
 - Cookie Decorating Party – bring makings for cookies and help clients bake and decorate cookies
 - Arts & Crafts Party – bring supplies and help clients create
 - Holiday / Occasion Themed Party (Easter, Back-to-School, etc.)

- **Host a Family Outing**
 - Suggestions
 - Fishing Trip
 - Pool Party
 - Fruit Picking
 - Painting

- **Facilitate Children's Story Time**
 - Read a story to the children in shelter.
 - Plan and facilitate a related activity such as craft, snack, or game.

- **Prepare / bring a meal for the shelter residents.**
 - Option: Prepare casseroles or similar dishes that can be frozen and reheated as needed.

- **Facilitate a donation drive**
 - See standard wish list

- **Various Organization / Maintenance Projects (as needed)**
 - Paint a room
 - Clean out / organize a storage room / building

For more information, please contact Nikki Budde, Assistant Director, at nikki@ngmcn.org or call at (706) 632-9024.