

**HUBBARD HOUSE, INC.**  
**VOLUNTEER JOB DESCRIPTION**

**Job Title:** Family Advocate Volunteer

**Goal of Position:** To assist with the facilitation of children's group activities by following approved curriculum.

**Reports to:** Lead Family Advocate Volunteer

**Activities:**

1. Assisting with coordinating and supervising evening activities of children in the emergency shelter.
2. Interact with children and observe behavior. Immediately report any concerns to the Lead Family Advocate.
3. Assist with the accurate completion of group sign-in forms and other required documentation.

**Time Frame:** Monday, Tuesday, Wednesday or Thursday, 5:30 p.m. – 8:00 p.m. Children's case management meetings currently meet each Thursday at 12:30 p.m.- 2:30 p.m.

**Length of Commitment:** Three to six months

**Estimated Total Hours:** Depending on how many nights providing coverage, 2.5 hours per night.

**Schedule:** Regular shifts are Monday, Tuesday, Wednesday or Thursday, 5:30 p.m. – 8:00 p.m.

**Qualifications Sought:**

1. Approved volunteer background screening.
2. Caring individual capable of interacting with children from violent homes.
3. Individual who exhibits patience with children.
4. A creative and energetic individual.
5. High school diploma preferred.

**Benefits:**

1. Hugs, smiles, and laughter of children.
2. Being a world changer by helping children break the cycle of violence in their lives.
3. Being a vital part of a dynamic team that saves lives.
4. Exciting, diverse, and challenging work atmosphere.
5. Opportunity to build job skills.
6. In-service training opportunities.

I have read and understand the job descriptions for this position:

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Signature

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Date