



# Support Staff Position Description

**Position Title:** Support Staff Volunteer

**Position Type:** Direct Services

**Purpose:** Volunteer will assist with Supportive Services for clients

**Location:** Shelter or the community office, as needed

## **Key Responsibilities:**

- Provide requested client support, including but not limited to:
  - Grocery Delivery
  - Meal Delivery
  - Donations
  - Shelter Maintenance
  - Financial Planning
  - Recreational Activities
  - Other needs as identified

**Supervised By:** The Volunteer Coordinator

**Time Commitment:** Shifts are scheduled as needed; no minimum required

**Physical/Age Requirements:** 18 years or older and may require ability to lift 25lbs

**Qualifications:** Experience with the specific assigned duty

**Training Required:** Volunteer Orientation and Peace House training. Direct service and direct service support roles may require 24 hours of DV training in the first year - 16 hours annually thereafter.

**Dress Code:** Casual