



VOLUNTEER POSITION DESCRIPTION

PROGRAMS: Berkshire Meadows

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: Program Director

POSITION TITLE: Berkshire Meadows– Admin Volunteer

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills required.
- Knowledge of Microsoft office is required (Excel)
- Ability to do tedious work at times.
- Ability to be pro-active and reliable.
- Ability to bend and move with ease.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

Justice Resource Institute seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately (business casual) and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at the program.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Filing, faxing, tracking information on Excel spreadsheets
- Answering Telephone
- Photocopying, organizing, stapling packets
- Scanning paper files as needed

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, and information on Justice Resource Institute's mission, including its philosophy, goals and general policies. Volunteers are encouraged to attend additional training, including First Aid and CPR. This training is our gift to you.

WORKING CONDITIONS

Berkshire Meadows is located at
249 North Plain Road (Route 41)
Housatonic, MA 01236

OTHER:

Berkshire Meadows is an exceptional residential facility that helps children and adults with developmental disabilities including severe intellectual, physical and medical disabilities increase their independence and enhance the quality of their lives.

Berkshire Meadows is a fully accredited school and licensed Day Habilitation program that provides individualized treatment services to young children and adults on a beautiful campus in Western Massachusetts in the beautiful town of Housatonic, MA.

Many children who have graduated from our school program, but continue to need intensive physical care and medical supports, are serviced in our adult programs. Our program is a unique resource for families and school systems seeking a fully accessible residential and school setting with specialized clinical and medical supports.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) agency which is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

For more information, please visit our website at www.jri.org.

Because you have chosen to volunteer at one of Justice Resource Institute's programs, we recognize that you are a generous and caring person. We appreciate your

contributions; and our staff is committed to providing excellent supervision and support for you. We sincerely feel that volunteers are members of our team; and we hope that you feel as we do.

Contact(s):

Berkshire Meadows

Kara Smith
Berkshire Meadows
249 North Plain Road
Housatonic, MA 01236
(413) 528-2523 ext. 2103
ksmith@jri.org