

## VOLUNTEER POSITION DESCRIPTION

**PROGRAMS:** The Littleton Group Home

**POSITION REPORTS TO:** Program's Volunteer Supervisor

**DESCRIPTION DONE BY:** Director of Volunteer & Intern Services

**POSITION TITLE:** The Littleton Group Home– Admin Volunteer

### QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills required.
- Microsoft office skills are very helpful, but not required.
- 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 (if applicable)
- Answering Telephone
- Photocopying, organizing, stapling packets (if applicable)
- Scanning paper files as needed (if applicable)

## **OTHER RELATED RESPONSIBILITIES**

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

## **WORKING CONDITIONS**

The Littleton Group Home is located at  
22 King Street, Littleton, MA 01460

### **OTHER:**

The Littleton Group Home serves sixteen boys between the ages of 13 and 21 who are ready to live in a community setting. Our services enhance the strength, resiliency and functioning of families, as well as the boys in our care by helping them to develop the knowledge and skills necessary to handle the opportunities and the adversities of life.

The Littleton Group Home is a safe, caring, respectful and nurturing environment, where boys are provided the tools for success, and the opportunity to grow and discover their talents, their self-worth, their strengths and their goodness. A place where they can develop the knowledge and skills to be successful young adults.

### **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.

We have over 2000 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

For more information, please visit our website at [www.jri.org](http://www.jri.org).

### **Contact:**

Betsy Foran  
22 King Street, Littleton, MA 01460  
P – 978-952-6809 x202  
F - 978-952-8607  
[bforan@jri.org](mailto:bforan@jri.org)