



Justice Resource Institute

VOLUNTEER POSITION DESCRIPTION

PROGRAM: Anchor Academy, Middleboro

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Anchor Academy Volunteer

QUALIFICATIONS (Education and Experience)

- There are no education requirements for volunteers. Sensitivity to the challenges of our students and ability to relate to these service recipients.
- Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality.

JRI 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 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 SAS.
- 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:

- Vocational shadowing for a student in the landscaping, food service, cosmetology, plumbing, electrical work or other businesses (if applicable).
- Small group workshops in job preparedness, including resume writing, interview skills, including "dress for success" and table manners (if applicable),
- Coaching in peer mediation skills to help students resolve disputes peacefully. Volunteers who have completed the SCORE (Student Conflict Resolution Experts) training would be valuable candidates (if applicable).
- Present a program on your hobby, special interests, travels (if applicable).

- Tutoring in writing, reading, science or math (if applicable).
- Be a role model/mentor (if applicable).
- Your ideas are always welcome!

OTHER RELATED RESPONSIBILITIES

All long-term volunteers (performing a total of more than 20 hours of service) at Southeast Alternative Schools complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on JRI's mission, as well as the schools' place in that 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/ CONTACTS

With the exception of job shadowing, volunteer service may be performed at one of our two campuses:

OTHER (Descriptions and Contacts):

Anchor Academy is a comprehensive, therapeutic day program operated by JRI. Anchor Academy has nearly 30 years of experience offering individualized special education, clinical treatment, prevocational and vocational experience and therapeutic supports in a community-based setting.

Anchor Academy is a community-based high school that serves medically stable students challenged by emotional, learning and behavioral disabilities. Typical diagnoses include depression, bipolar disorder, impulsivity, organizational and attention issues, processing and expressive disorders, reading disabilities, etc. About half of the students have been diagnosed with Asperger's Syndrome or have AS characteristics. High school students explore their readiness for work through our School to Career program, which allows students to investigate occupational interests through intern and apprenticeship placements.

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AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI 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.