



Justice Resource Institute

## VOLUNTEER POSITION DESCRIPTION

**PROGRAM: Granite Academy**

**POSITION REPORTS TO: Campus Director**

**DESCRIPTION DONE BY: Head of School**

**Position Title:** Granite Academy Administrative 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 promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

JRI seeks to find qualified volunteers for available opportunities. 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.
- Reinforce the program rules and expectations by modeling positive social interactions and reactions.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.
- Report any suspicions of abuse or neglect; report & document unusual incidents.
- Understand and utilize universal precautions.
- Keep a record of your service hours on the posted form at the program.

#### **Specific Responsibilities:**

A variety of administrative activities, including:

- Student record filing
- Dismantling student files
- Shredding documents
- Replenishing supplies in classrooms
- Preparing student binders

## **OTHER RELATED RESPONSIBILITIES**

All volunteers complete an intake and orientation that includes the opportunity to interview other volunteers, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on JRI's mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements

## **WORKING CONDITIONS**

Volunteers will assist at Granite Academy, 6 Columbian Street, Braintree, MA 02184.

### **OTHER:**

Granite Academy is a fully approved Chapter 766 special needs school located in Braintree MA. We serve middle and high school aged students in grades 5-12 who are referred to us from over 30 local school districts. Our students have mental health issues that complicate their learning. In addition to engaging in Granite Academy clinical services, many of our students receive community based mental health care, privately or through the Massachusetts Department of Mental Health.

With an enrollment of 48 students, Granite Academy staff is able to remain intensively focused on the needs of each student. We approach each student with an interdisciplinary approach that requires a collaborative effort of teachers, counselors, ancillary staff and specialists.

### **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.

### **Contact:**

Jane Beckler, Campus Director  
Granite Academy  
6 Columbian Street  
Braintree, MA 02184  
Phone: 781-380-3945 x 224  
Fax: 781-380-3968  
[jbeckler@jri.org](mailto:jbeckler@jri.org)