



## VOLUNTEER POSITION DESCRIPTION

**PROGRAM:** Lindencroft

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

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

**POSITION TITLE:** Lindencroft Volunteer

### QUALIFICATIONS (Education and Experience)

- There are no education requirements for volunteers.
- Sensitivity to the challenges of adolescents and ability to relate to them.
- 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.
- Reinforce the program rules and expectations by modeling positive social interactions and reactions.
- Keep a record of your service hours on the posted form at Lindencroft.
- 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:

- Conduct classes in yoga, meditation, arts and crafts, music (if applicable)
- Repairs, painting (if applicable)
- Landscaping (if applicable)
- Be a role model/visiting resource to a young woman (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 Lindencroft 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 Lindencroft program's 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**

Volunteers provide community service at Lindencroft: 1 Vary Way; Berkley, MA

**OTHER: Lindencroft** is a program of JRI. The program serves adolescent females through a comprehensive network of services, including community living, behavioral treatment, therapeutic recreation, and family, group and individual counseling. Services are individually tailored to meet the diverse needs of each resident. The goal of the Lindencroft Program is to create a safe, caring home environment that supports growth and independence. Each resident at Lindencroft develops an Individual Treatment Plan, with input from their family and key professionals, whereby goals are set in areas such as community living, counseling, life skills, health education, vocation, and hobbies. Through this goal-setting process, staff encourages residents to build on their strengths and address their areas of concern.

## **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:**

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