



## VOLUNTEER POSITION DESCRIPTION

**PROGRAMS:** Pelham Academy

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

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

**POSITION TITLE:** Pelham Academy– 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**

Pelham Academy is located at  
13 Pelham Road  
Lexington, MA 02421

### **OTHER:**

At Pelham Academy, exceptional education and specialized trauma-informed treatment services go hand in hand. As part of the fully accredited Meadowridge family of schools, Pelham provides individualized treatment services to young women between the ages of 12 and 22 on a beautiful campus in the historic town of Lexington, MA. Many of our students come to us because they are struggling in traditional school settings due to issues such as past trauma, depression, anxiety, and mood disorders. Our supportive program allows students to continue their education in a safe, secure, and supportive environment in which they can learn and grow.

Pelham Academy uses comprehensive trauma specific models of treatment including the unique ARC treatment methodology, and works to ensure this treatment model is pervasive throughout all aspects of programming. Developed through the cutting edge work of Dr. Bessel van der Kolk and his colleagues at the Trauma Center at JRI, these intensive, individualized treatment interventions feature tailored services designed with a single goal in mind: to provide our students with the skills, strength, resiliency and competencies necessary for a healthy, vibrant and meaningful future.

### **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).

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:**

**Pelham Academy**

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