



## **VOLUNTEER POSITION DESCRIPTION**

**PROGRAM: Total Achievement Program (TAP)**

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

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

**POSITION TITLE: Total Achievement Program Volunteer**

### **QUALIFICATIONS (Education and Experience)**

- There are no education requirements for volunteers. Experience with children is very helpful.
- Sensitivity to the challenges of the population we serve, and ability to relate to these clients.
- 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:**

- Be sensitive to the children's different boundary needs. (For instance, some children have trauma histories and may react negatively to getting a pat on the back or when people stand too close).
- Reinforce the program rules and expectations by modeling positive social interactions and reactions.
- 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 TAP.
- 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:

- Provide assistance to the youth during the milieu by helping them with writing or reading (if applicable).
- Assist a staff person with individual or group activities (if applicable).
- Play board games or cards (if applicable).
- Share stories and listen (if applicable).
- Preparing and passing out snacks (if applicable).
- Assist in field trips (if applicable).
- Provide clerical/administrative assistance (if applicable).
- Be a mentor (if applicable).

### **OTHER RELATED RESPONSIBILITIES**

All long-term volunteers (performing a total of more than 20 hours of service) at TAP 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 TAP'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**

TAP is held daily from 2:30 – 5:30PM during the school year. During school vacation weeks and part of the summer, the program is run from 9AM – 12PM.

The three program sites (Norton, Plymouth, and Sandwich) each participate in a summer camp component. Please contact the program directors for more details.

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Julia Houlihan, Director – [jhoulihan@jri.org](mailto:jhoulihan@jri.org)

**OTHER: TAP**, a program of JRI, is a therapeutic after-school program for children ages 6-12 who have emotional, behavioral, and social challenges. The program is designed

to assist youth in learning age-appropriate coping strategies to handle and express their feelings safely. Youth learn these skills through participating in daily group therapy sessions and structured activities.

If you wish to work in a caring environment with young children, TAP provides a wonderful service and learning opportunity. Volunteers with TAP fulfill a valuable service to our programs.

**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.