

VOLUNTEER POSITION DESCRIPTION

PROGRAM: The Victor School

POSITION REPORTS TO: Program Director

DESCRIPTION DONE BY: Director of Volunteer Services

POSITION TITLE: The Victor School– Admin Volunteer

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills required.
- Knowledge of Microsoft office is required (Excel)
- 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
- Answering Telephone
- Photocopying, organizing, stapling packets
- Scanning paper files as needed

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, and information on Justice Resource Institute's mission, including its philosophy, goals and general policies. Volunteers are encouraged to attend additional training, including First Aid and CPR. This training is our gift to you.

WORKING CONDITIONS

The Victor School is located at
380 Massachusetts Avenue
Acton, MA 01720

OTHER:

At The Victor School, an exceptional education and specialized therapeutic attention go hand in hand. At our campus in Acton, Massachusetts, we serve gifted young men and women between the ages of 14 and 22 who struggle with psychosocial difficulties, and who have been under-served in their previous school settings. Our unique program allows students to continue their education within a supportive environment in which they can learn, grow, and succeed.

Approved by the Massachusetts Department of Elementary and Secondary Education, The Victor School features fully licensed teachers and clinicians. We provide integrated services that enable students to reach their full academic and social potential and prepare them for a strong, healthy future.

Operating year-round, The Victor School has open enrollment; students are referred throughout the year by the special education department of the school district in which they live. Referrals for private-pay families are also accepted. Please feel free contact us for additional information.

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. For more information, please visit our website at 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:

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