**Volunteer Office Assistant/Receptionist (Rock, Pipestone, Worthington, Windom)-**

As a volunteer receptionist you will greet visitors, assist with donors and do light clerical tasks. Training will be provided.

Volunteer Suggested Time: during business hours M-F 8am-4:30pm.

* Answer and direct incoming phone calls during business hours and schedule appointments, as needed, for all employees.
* Pick up and sort mail.
* Provide data entry assistance to financial assistant as needed.
* Order supplies for offices in accordance with agency budgets and priorities.
* Work with SWCC staff to keep an updated list of organizational inventory/assets for each office on an annual basis.
* Assist in the coordination of agency trainings and events including, but not limited to, creating event registrations and web information, tracking registrations, catering and event contracts, advertising, developing materials, and assisting with troubleshooting and coordination at events.
* Design flyers and newsletters for agency activities and events.
* Assist Advocate with needs when client is demanding and there are multiple layers to their needs (calling organizations/looking up transportation options, calling housing)?????

**Monthly Volunteer Office Assistant/Receptionist (Worthington)-**

Answer and direct incoming phone calls during business hours, take and relay messages, and schedule appointments, as needed, for all employees.

Volunteer Suggested Time: during business hours M-F 8am-4:30pm.

**Safe Line Volunteers**

Safe Line Volunteers help answer our 24-hour Safe Line which is available M-F (4:30pm-8am) and all day on Saturday and Sunday. These volunteers are trained to provide crisis intervention, advocacy, education and practical assistance to survivors of domestic violence and sexual assault either in person if “called out” or on the phone.

Volunteer Suggested Time: Available 24 hours Sat-Sun and 4:30pm-8:00am Monday-Friday when on Safe Line. Can leave the area but must be able to receive and place phone calls from location. Will need to utilize the Phone Tree for Call Outs. 40 hours of DV/SV Training

**Youth Volunteers (Nobles, Cottonwood, Jackson)**

Youth Volunteers help role model healthy, non-violent relationships while providing support and assistance to youth attending our groups or parents attending our services. Background check and 40 hours of DV/SV Training

Volunteer Suggested Time: Monday–Friday.

**Call Out Volunteers (All Counties)**

Call Out Volunteers respond nights and weekends, to provide immediate crisis intervention to survivors of sexual assault and domestic violence. Volunteers meet with survivors in the hospital and jail setting to offer support, information and advocacy immediately following incidents of domestic violence and sexual assault, as well as respond by phone when necessary. A valid driver’s license and access to a reliable vehicle are required for this program. On-call shifts run from 4:30p to 8a on weeknights or 8a-8a weekends. Volunteers are asked to take 1 shift every 2 months.

Volunteer Suggested Time: Call outs can occur from 4:30p to 8a on weeknights or 24 hours a day on weekends. Volunteers are asked to take 1 shift every other month. We also ask that Call Out volunteers live within 30 minutes of the closest SWCC building, as to ensure prompt responses for survivors. 40-hour training in SV/DV

**Support Group Volunteer Facilitator (All Counties)**

Co-facilitators assist the staff facilitator and help create a supportive environment while providing advocacy and education for survivors who have experienced sexual assault or domestic violence. SWCC provides both drop-in and closed curriculum based groups. No previous group facilitation experience is required. 20-hour training in DV/SV

Volunteer Suggested Time: Support Groups are based on need, availability and times vary.

**Support/Art Group Volunteer Facilitator (All Counties)**

If you have any artistic or productive outlet that you might want to share with clients to better assist with their healing and safety. Examples of possible modes of support:

* Physical- yoga, relaxation, other fitness/relaxation/safety related exercise
* Artistic- crochet, painting, sculpting, music, etc.
* Productive-gardening, woodworking, maintenance related
* Educational- Book clubs or any educational information you would like to share with someone who maybe has not had the opportunity learn or research on their own.

**Advocates (All Counties)**

Advocates working directly with victims of domestic violence of all ages by providing crisis counseling and referral services, (contingent on work experience and time constraints); requires 40 hours of DV/SV training.

Volunteer Suggested Time:

**Interpreters (Spanish, Vietnamese, all Languages welcomed in all Counties)**

Interpreters acting as a liaison between non-English speaking clients and advocates, and translating written forms from English to Spanish; and other languages.

Volunteer Suggested Time:

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**Non-Direct Service Volunteers**

From time-to-time we do training for volunteers who will not be directly involved in working with survivors of domestic violence or sexual assault. We call these volunteers non-direct service volunteers. These volunteer jobs are very important for helping our operations run well.

**Marketing and Community Outreach** **(All Counties)**

Volunteers with our Marketing and Community Outreach, will attend community events as a SWCC representative. They will assist in setting up and tearing down at event locations and will manage a fundraising table. They will also assist staff with marketing and communications tasks and community outreach. Marketing and Community Outreach volunteers will be required to attend 20 hours of our SWCC Training.

Volunteer Suggested Time: Participants will volunteer on an as-needed basis.

Please note that all volunteers are required to abide by SWCC’s Confidentiality and Security Policy.

**Life Skills Talents (All Counties)**

Education and training assisting in the preparation and facilitation of training sessions to the community, clients and professional groups, (trainings must be co-facilitated with a SWCC Staff member); 40-hour training. Examples include oil change, home repair, financial planning, your specific industry of expertise

Volunteer Suggested Time: as-needed basis.

**Project Stepping Stones**- once a location has been purchased.

* On-call staffing
* Gardeners- assisting the maintenance staff with landscaping around the shelter;
* Builders/Contractors-building
* Group Facilitators
* Daycare
* Transportation
* Cleaning staff- 4 hours weekly

**On-Call Drivers (All Counties)**

On-Call drivers helping with the transportation needs of victims when needed, sign up for specific days and times you are available, determine if you are county specific or multi-county available. We will need passenger capacity information, driver’s license info, and proof of insurance. We provide car seats if you do not have the necessary equipment. Background check, proof of insurance, and 40 hours of DV/SV training required.

SWCC will screen for Transportation needs of client indicating the number of passengers, ages of passengers, pick up time, drop off time, location pick up and drop off location.

Volunteer Suggested Time: one day per month or if available, as needed.

**Pet Sitters** **(All Counties)**

Pet Sitters caring for victim’s pets while they are relocating or in process of leaving; this agreement would be facilitated by you as a volunteer and the client to serve both your needs.

Volunteer Suggested Time: as needed basis.

**Special Maintenance Projects (All Counties)**

Special Maintenance Projects- assisting with ad hoc repair and maintenance projects for clients or SWCC.

Volunteer Suggested Time: as needed basis.

**Board of Directors**

The SWCC is a nonprofit 501(c)3 governed by a Board of Directors representing the five counties we serve. The Board of Directors meets 6 times per year and holds its Annual Meeting in November. Please see the full job description and Board of Directors Application on our Home Page.