



Volunteer Job Description

Job Title: Triage Center Child Care Assistant

Job Availability: Flexible Hours, Monday – Friday, 10 AM – 10 PM

Requested Time Commitment: Ideal candidates can volunteer on a consistent on-going basis at least once a week.

Job Purpose

Volunteers are responsible for supporting the staff by engaging and managing the children in the Child Saving Institute's Triage Center at Project Harmony.

Essential Duties and Responsibilities

- Greet/welcome children and families.
- Interact with children rather than just supervise.
- Ensure that each child is comfortable and well cared for during their visit.
- Maintain a safe, friendly environment for children.
- Assist with meal preparation, mealtime, and facilitating activities.
- Assist in upkeep of the triage center with light cleaning and organizing.

Volunteers should be prepared for intermittent periods of downtime when there are no children present in Triage Center.

Required Knowledge and Skills

- Demonstrate aptitude and comfortability in working with children of all ages, backgrounds and behaviors in some cases.
- Demonstrate problem-solving and conflict resolution skills.
- Must respect and maintain confidentiality.

Work Experience

- Previous experience in working with children.
- Background in psychology or social work is not required but would help the candidate feel prepared for the position.

Other

- Age requirement is 19+.
- Must submit to a thorough criminal history background check.
- Must sign a client confidentiality form.
- Must complete HIPPA training.
- Training will be required for the position.

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.