

## Resilience-Advocates for Ending Violence

POSITION TITLE: Wardrobe/Donation Volunteer

PREPARATION: Complete On-line New Entry Training (Provided by Agency)

SUPERVISOR: Volunteer Program Coordinator

SUMMARY: To assist clients with clothing selections and organize donations. No minimum time requirement.

**Agency Mission Statement:** Resilience's mission is to respond to, reduce, and prevent domestic and sexual violence. This mission will be achieved through education, collaboration, and advocacy with crisis and supportive services to victims and survivors.

### SPECIFIC ACTIVITIES:

1. To assist clients with clothing selections.
2. To select appropriate clothing from items donated.
3. To keep clothing and accessories in the Wardrobe organized.

### GENERAL STAFF EXPECTATIONS:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in staff meetings, team meetings, staff retreats and other planning opportunities.
- Develops personal goals to continue to upgrade knowledge and credentials and implements a plan to achieve those goals.
- Participates in training, continuing education, and other skill development opportunities to further enhance job-related skills and abilities.
- Participates in community presentations and public relations opportunities to further expand the visibility of the agency, its vision, and priorities.
- Represents Resilience on community committees and participates in community groups and activities which promote and enhance the services available to clients in the community.
- Supports agency activities such as public events and fundraising activities.
- Supports systems change activities to improve systems with which agency clients interface.
- *Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.*

### PHYSICAL REQUIREMENTS:

- Minimal lifting and standing