



WOMEN IN DISTRESS
OF BROWARD COUNTY, INC.[™]

JIM & JAN MORAN FAMILY CENTER

<u>Job Title:</u>	Indirect Service Volunteer
<u>Days/Hours:</u>	Minimum commitment of 3 hours/week. Days/times negotiable during working hours (Monday – Friday, limited Saturdays, 9am to 6pm)
<u>Workplace Location(s):</u>	Primarily Jim and Jan Moran Family Center in Deerfield Beach, FL, and the Thrift Store in Margate, FL; various external locations as needed for specific events or activities.
<u>Date available:</u>	March 1, 2020

This opportunity is a chance to support victims and the community that are affected by domestic violence. This is a great opportunity for people interested in working in non-profit settings, learning event coordination and development, and looking to gain general experience working in this field. All services are provided in a manner that seeks to ensure the safety of the domestic violence survivor and all vulnerable family members.

Qualifications:

- Computer Literate (Microsoft Office, data entry etc.)
- Previous administrative, volunteer, or similar experience preferred
- Reliable and flexible

Brief Job Description:

- Understanding and knowledge of domestic violence.
- Clerical duties as needed.
- Performs other duties as needed.

Opportunities available in:

- **Administrative – training files:**
 - Filing and data entry with training department
 - Availability: Tuesdays, 11a-1p
 - Staff contact: Education & Prevention Supervisor
- **Development:**
 - Phone calls & letters to prospective donors
 - Assist with brainstorming and conceptualization for new events, campaigns, and initiatives with Development Department and Advertising firm.
 - Assist with agency drives and events
 - Availability: Various Tuesdays, Wednesdays, or Thursdays, 10a-3p
 - Staff contact: Associate Director of Development
- **Education & Prevention:**
 - Assist with department events and activities, like community trainings
 - Attend community tabling and public awareness events
 - Availability: Various Saturdays; various hours between 9a-4p
 - Staff contact: Education & Prevention Supervisor

- **Thrift Store:**
 - Sorting donations
 - Tagging merchandise, hanging clothing, and straightening the sales floor
 - Stocking shelves and racks
 - Other tasks as needed
 - Availability: Tuesdays-Saturdays, 10a-6p
 - Staff contact: Thrift Store Manager

- **Welcome Baskets:**
 - Put together survivor welcome baskets
 - Availability: TBD
 - Staff contact: TBD

Skills required

- Be an active listener
- Written and verbal communication skills
- Willingness and ability to work well with others
- Ability to interact in a professional manner with co-workers, participants, and callers
- Ability to recognize, display sensitivity, and respond appropriately to cultural differences in others
- Ability to establish and maintain relationships with community members and persons served
- Basic computer literacy skills

Requirements:

- Submit a volunteer application and 3 references
- Complete a level-II background check
- Attend Orientation
- Complete all required trainings during onboarding and each fiscal year

To Apply: Send completed volunteer application and submit 3 references to volunteerdept@womenindistress.org.

Non-Discrimination Policy: Women In Distress does not discriminate by reason of race, sex, color, age, national origin, religion, mental or physical ability, sexual orientation, gender identity, veteran or military reserve status, immigration status, or language spoken. All room assignments, activities, programs, etc. are provided in a non-discriminatory manner. Applicants with disabilities who may need accommodations are encouraged to contact Diane Smith, HR Manager at 954-760-9800 Ext. 1034 days prior to scheduled interview, so that reasonable accommodations may be coordinated.

Volunteer Signature

Date

WID Staff Signature

Date