

Compassion House

Volunteer
Opportunities

Dear Future Volunteer,

Thank you for expressing interest in Compassion House, a resource home for young women, ages 12-28, facing a pregnancy under difficult circumstances and in need of a place to live.

This packet includes volunteer opportunities that aid in the personal growth of the residents and the development of the program. Please read this information carefully, fill out the necessary forms and peruse the options presented in this booklet. Because we are a *home*, most any skills, ability, training and interest that you have can be of help in this ministry.

All staff and volunteers must complete the following:

1. Application
2. Background Check
3. Reference Check
4. Interview and Tour of the Home

If you are interested in being a part of Compassion House, please fill out the application and mail it to Compassion House. If you would prefer to fax it, drop it off or email all of the information, please call the House Parents at 751-0207 for instructions. Please call the same number with any questions.

Thank you,

Table of Contents

Activity Finder	Meal Provider
Baby Barn Remodeler	Medication Assistant
Bible Study Assistant	Menu Preparation Educator/Assistant
Bulletin Board Decorator	Nutrition Educator
Childbirth Educator	Office Assistant
Childcare/Parenting Instructor	Orientation Coordinator
Childcare Provider	Painter
Community Resource Assistant	Personal Financial Planner
Computer Assistant	Professional Service Provider
Computer Skills Educator	Reality Baby Assistant
Cooking Educator	Room Remodeler and Repairer
Devotions Planner	Shopping Educator
Donation Acquisition Team Member	Shower Assistant
Donation Coordinator	Shower Coordinator
Donation Pricing Assistant	Transportation Coordinator
Donation Sorting Assistant	Tutor
Donation Transport Assistant	United Way Warehouse Assistant
Driver	Volunteer Coordinator
Education Coordinator	Workout Partner
Employment Assistant	Yard Worker
Employment Coordinator	
Financial Accountability Partner	
Food Bank Transporter	
Fundraising Team Member	
Hobbyist	
House Supervising Assistant	
Job Preparation Educator	
Labor Coach	
Life Skills Educator	

Compassion House
Volunteer Job Description

Activity Finder

Description

Find inexpensive, fun and educational activities happening in Northwest Arkansas in which Compassion House residents might enjoy participating.

Frequency

Monthly suggestions

Location

Open

Responsibilities

- Consistently be looking for fun, educational and inexpensive activities.
- Send a list with a summary of the information, including location, cost and contact number at least once a month, preferably with a few weeks advance notice on activities.
- Assist in getting more information if requested.

Accountable to: House Parents

Misc.

A small amount of money is provided for activities each week. With advance planning, the residents are allowed to save their weekly money for future use on a larger event, meaning that these are occasionally helpful as well. The residents would look at possibilities and determine the activities and events in which they would like to participate.

Compassion House
Volunteer Job Description
Baby Barn Remodeler

Description

Re-design the current Baby Barns to better store the donations we receive that are available for the residents to earn in preparation for their babies and/or apartments.

Frequency

Two barns, one-time remodel

Location

Compassion House

Responsibilities

- Meet with House Parents and current residents to brainstorm ideas.
- Draw up plan and submit plan with cost projections.
- Complete project as approved.

Accountable to: House Parents

Misc.

Funds are limited but donations will be sought to help offset cost.

Complementary Positions: Room Remodeler and Repairer, Painter, Yard Worker

Compassion House
Volunteer Job Description
Bible Study Assistant

Description

Help a resident one-on-one with her Bible Studies. Each resident is assigned a daily Bible Study. Some struggle to complete them for various reasons, including poor reading ability and a limited to nonexistent understanding of Scripture.

Frequency

Varies according to Assistant's availability and resident's need

Location

Compassion House

Responsibilities

- Let House Parents know your level of interest, including availability and willingness to alter assigned studies for residents in need of alternative learning styles. Await contact from House Parents.
- Agree to Compassion House statement of faith and to teach accordingly.
- Meet with resident at scheduled times.
- Inform House Parents of progress made.
- Do not complete assigned Bible Study for resident but assist.

Accountable to: House Parents

Complementary Positions: Devotions Planner

Compassion House
Volunteer Job Description
Bulletin Board Decorator

Description

We have two bulletin/picture boards in the House that need to be used more effectively. This position is for someone to come and organize, decorate and straighten boards to make them more appealing, efficient, and current.

Frequency

Every 2-3 months

Location

Compassion House

Responsibilities

- Schedule a time to review board/pictures with the House Parents.
- Use limited supplies on hand or bring supplies to enhance look and efficiency of boards.
- Review recent house pictures to assess whether they would be good to add to picture boards.
- Order pictures on-line, pick-up and add to boards as needed.
- Have fun and be creative!

Accountable to: House Parents

Misc. Complementary Positions: Office Assistant

Compassion House
Volunteer Job Description

Childbirth Educator

Description

Meet with residents and their labor coaches to prepare them for childbirth. This may be meeting with one girl/coach at a time or several, depending on due dates.

Frequency

Varies, depending on due dates

Location

Compassion House

Responsibilities

- Respond to communication from House Parents in a timely manner.
- Contact labor coaches to schedule class(es).
- Present information and answer questions.

Accountable to: House Parents

Misc.

Professional preferred

Complementary Positions: Reality Baby Assistant, Childcare/Parenting Instructor, Labor Coach

Compassion House
Volunteer Job Description

Childcare/Parenting Instructor

Description

Meet with residents individually or in a group to teach childcare and parenting principles.

Frequency

Varies, depending on how many residents and length of class

Location

Compassion House

Responsibilities

- Present idea(s) to House Parents and Counselor to see how the topic you are interested in teaching could best fit into the program.
- Materials to be used may be available at the house or may need to be developed or purchased by the teacher.
- Develop plan for one or more classes to present (preferably longer classes that meet fewer times).
- Respond in a timely manner when contacted by House Parents to schedule a time to meet with residents.

Accountable to: House Parents

Misc.

Complementary Positions: Reality Baby Assistant, life skills educator,

Compassion House
Volunteer Job Description
Childcare Provider

Description

Provide childcare to infants during meetings and appointments.

Frequency

As occasionally needed

Location

Compassion House

Responsibilities

- Respond to House Parent communication in a timely manner.
- Come to Compassion House to take care of an infant while the mother is at an appointment, in a meeting, or at an activity where it is best to not have a child present.
- Please be on time.
- Care for child according to mother's instructions, expressing any concerns to the House Parents or staff on duty.
- Report to the mother about how the time went.
- Report to House Parents, if needed.

Accountable to: House Parents

Misc.

Because many of the residents will never have a support system to watch their child after leaving and most will not be able to afford it, we do not offer childcare routinely. This is for special circumstances or for their individual development.

If interested in assisting with House Parent children during appointments or to provide them with time as a couple, please tell the House Parents.

Complementary Positions: Childcare/Parenting Instructor, House Supervising Assistant, Reality baby Assistant

Compassion House
Volunteer Job Description

Community Resource Assistant

Description

Assisting House Parents and Counselor in matching up residents with available programs in the community.

Frequency

Monthly contact with
House Parents and Counselor

Location

Open; meetings (could be by phone)
with staff and residents (occasionally)

Responsibilities

- Respond to calls in a timely manner from House Parents regarding needs.
- Become familiar with area organizations and classes that residents could join for little or no cost.
- Help develop a directory of resources.*
- Get to know the contact people at these agencies and organizations.
- Help develop a method of evaluating residents' needs and wants that could be benefited by these services.
- Meet monthly (in person or by phone) with Counselor and House Parents as Individual Growth Plans are developed for each resident in order to best utilize community opportunities in their plans.

Accountable to: House Parents

Misc.

One recent resident has compiled much of this material already.*

Complementary Positions: Activity Finder, Donation Acquisition Team Member, Volunteer Coordinator

Compassion House
Volunteer Job Description

Computer Assistant

Description

Assist with computer and other technology related issues at Compassion House.

Frequency

As needed

Location

Compassion House

Responsibilities

- Aid in the routine of backing up the computer.
- Respond in a timely manner to contact regarding computer or other technology related difficulties. Assist as able and refer as needed.

Accountable to: House Parents

Misc.

Complementary Positions: Computer Skills Educator, Office Assistant

Compassion House
Volunteer Job Description
Computer Skills Educator

Description

Teach residents basic computer and application skills.

Frequency

As needed

Location

Compassion House

Responsibilities

- Meet with new residents to evaluate basic computer skills.
- Based on a resident's educational and career ambitions, make a recommendation to the House Parents regarding what the resident could learn during her time at Compassion House to assist in those ambitions.
- Schedule time(s) to meet with the resident to teach these skills.

Accountable to: House Parents

Misc.: Complementary Positions: Computer Assistant, Office Assistant, Job Preparation Educator

Compassion House
Volunteer Job Description
Cooking Educator

Description

Come and cook with the residents, teaching them one of your favorite meals or helping with whatever is on the menu for that day.

Frequency

As available, ideally once or twice a month. Regular scheduling is helpful

Location

Compassion House

Responsibilities

- Contact House Parents to set up date(s) to come and cook.
- If providing the recipe, please contact the House Parents with list of the ingredients needed at least 2 weeks in advance so it can be placed on the menu.
- If helping with preparation of whatever is on the menu, please contact the House Parents at least one week in advance.
- You are welcome to stay for dinner; clean-up is not expected.

Accountable to: House Parents

Misc.

This is a relationship-building and education position. Sometimes one resident and sometimes a group will assist. The goal is for the residents to learn new techniques and easy, healthy recipes.

Complementary Positions: Menu Preparation Educator/Assistant, Meal Provider, Shopping Educator, Nutrition Educator

Compassion House
Volunteer Job Description

Devotions and Bible Study Planner

Description

Develop creative methods for House Parents to share from God's Word with residents each day

Frequency

Group devotions and individual Bible Studies held daily; materials developed on personal schedule and provided as needed

Location

Anywhere and delivered/emailed to Compassion House

Responsibilities

- Meet with House Parents to discuss goals for these programs
- Develop some basic ideas and present to House Parents
- Once style is developed, work together with House Parents to develop material

Accountable to: House Parents

Compassion House
Volunteer Job Description

Donation Acquisition Team Member

Description

Contact local stores, agencies, organizations, businesses to find requested items or services to be donated or discounted.

Frequency

Ongoing, as needed

Location

Anywhere (phone or visiting stores)

Responsibilities

- Receive calls/emails from Donation Coordinator regarding donations needed.
- Give a timely response to the Donation Coordinator if you are able to help with donation request.
- Contact local stores, agencies, organizations and businesses regarding items or services, including both those recommended, and those you find yourself, until the donation is found (or best discount available.)
- Make arrangements for delivery or pick up (or contact Donation Coordinator.)
- Keep a list of places contacted, contact person, phone number and responses.
- Contact Donation Coordinator regarding outcome and information for Thank You note (organization, attn., address and item(s) or service(s) donated.)

Accountable to: Donation Coordinator

Misc.

Complementary Positions: Donation Sorting Assistant, Donation Pricing Assistant, Donation Transport Assistant, Donation Coordinator, Fund-raising Team Member

Compassion House
Volunteer Job Description
Donation Coordinator

Description

Oversee a team involved in thanking the giver, acquisition, sorting, pricing and appropriate distribution of surplus donations.

Frequency

Weekly ongoing contact with House Parents and team members

Location

Open

Responsibilities

- Contact House Parents weekly to find out needs.
- Receive calls or emails from House Parents regarding needs as they arise during times other than weekly calls.
- Train team members in tasks.
- Use list of team member to:
 - Find team member(s) to contact local stores and agencies for needs and to make arrangements to get item(s) to the house.
 - Find team member(s) to come to the house and sort donations.
 - Find team member(s) to come to the house to price items for barn.
 - Find team member(s) willing to disperse excess donations (organizing a sale, giving away, etc.).
- Provide a list to the House Parents for thank you notes that need to be sent, including list of item(s) received and an address

Accountable to: House Parents

Misc.

Please contact House Parents with suggestions regarding how to improve the process.

Complementary Positions: Donation Sorting Assistant, Donation Pricing Assistant, Donation Transport Assistant, Donation Acquisition Team Member, Fund-raising Team Member

Compassion House
Volunteer Job Description
Donation Pricing Assistant

Description

Donated items are available for the residents to purchase with “Compassion Cash” they earn. Most items are for their baby or for setting up an apartment. Each item being kept should be priced and put in the proper place in the Baby Barn or garage.

Frequency

Ongoing, as needed.

Location

Compassion House

Responsibilities

- Receive calls and emails from Donation Coordinator with needs.
- Respond in a timely manner regarding availability for the task.
- Communicate with House Staff before arriving to make sure you will be able to get to the items to be priced.
- Use labels and pens to price each item (pinning and pricing outfits together.)
- Put items in their proper places, helping to keep it organized.
- If we have too many of an item, remove the excess and label the box/bag.
- Contact the Donation Coordinator when time is complete with status.

Accountable to: Donation Coordinator

Misc.

If it is too hot or cold to work in the Baby Barn/Garage, it may be possible to work inside or to take items home to price.

Complementary Positions: Donation Acquisition member, Donation Sorting Assistant, Donation Transport Assistant, Donation Coordinator

Compassion House
Volunteer Job Description
Donation Sorting Assistant

Description

Many donations are given to Compassion House, some requested and others not. All donations need to be sorted – to keep, to clean, or to otherwise disperse.

Frequency

Ongoing, as needed

Location

Compassion House

Responsibilities

- Receive calls or emails from Donation Coordinator with needs.
- Respond in a timely manner about your availability to come to the house and sort items.
- Communicate with the House Staff before you arrive to make sure you can access the items, as well as when you arrive and leave (and to get the key for the Baby Barn.)

- Items to be kept should be boxed and labeled until a team member is able to put them away in their proper place
- Items to be thrown should be taken to the trash.
- Items to be given away should be boxed/bagged and labeled until a team member is able to drop them off at the donation site. (Preferably the sorter would drop them off when they leave.)
- Contact the Donation Coordinator when the task for the day is complete with an update on the status.

Accountable to: Donation Coordinator

Misc.

Initially, this job would also include sorting some of the items we already have. Eventually it will involve sorting new donations as they are dropped off. If a large donation of used items is brought to the house, they could be picked up to be washed and sorted at another location and then returned to the house.

Complementary Positions: Donation Acquisition team member, Donation Pricing Assistant, Donation Transport Assistant, Donation Coordinator

Compassion House
Volunteer Job Description
Donation Transport Assistant

Description

At times, donated items need to be picked up and brought to the house. Some items that are donated need to be delivered to other agencies that can better use them. The Donation Transport Assistant assists with these transportation needs.

Frequency

Ongoing, as needed

Location

To and from Compassion House

Responsibilities

- Receive calls and emails from Donation Coordinator with needs.
- Respond in a timely manner regarding availability for the task.
- Pick up the item(s) at the scheduled time (either communicated to you by the Donation Coordinator or that you set up) and deliver to the house.
- Pick up the item(s) from the House, contacting the House Staff first to make sure someone is there. Deliver them to the determined location.
- Contact the Donation Coordinator when task is completed

Accountable to: Donation Coordinator

Misc.

Vehicle size should be reported to the Donation Coordinator. All sizes of vehicles are needed at different times.

Complementary Positions: Donation Acquisition team member, Donation Sorting Assistant, Donation Pricing Assistant, Donation Coordinator, Driver, Food Bank Transporter, United Way Warehouse Assistant

Compassion House
Volunteer Job Description

Driver

Description

Take residents and/or babies on needed errands and appointments. This may also involve picking up or dropping off items, as needed.

Frequency

This position could be on-call or on a regular schedule
Frequency determined by driver's availability

Location

Varies

Responsibilities

- Receive calls or emails from Transportation Coordinator
- Respond in a timely manner about availability
- Be prompt about arrival and departure times
- Contact House Parents if additional information is needed
- If driving for an appointment with a resident and asked to sit in on the appointment, report back to the House Parents any information needed

Accountable to: Transportation Coordinator

Misc.:

Complementary Positions: Donation Transport Assistant, Labor Coach

Compassion House
Volunteer Job Description
Education Coordinator

Description

Help residents move forward educationally.

Frequency

Varies depending on current resident needs

Location

Compassion House

Responsibilities

- Meet with new residents (who do not yet have their diploma or are interested in college classes) within 48 hours of their arrival to process options
- Help them enroll in school/classes
- Contact tutors if needed
- Check on grades monthly and report them to House Parents

Accountable to: House Parents

Misc.:

Complementary Positions: Tutor, Employment Coordinator

Compassion House
Volunteer Job Description
Employment Assistant

Description

Drive resident and help with getting a job

Frequency

Varies depending on current resident needs, may increase just before summer

Location

Surrounding community

Responsibilities

- Receive communication from Employment Coordinator or House Parents regarding needs
- Schedule time as quickly as possible to take resident around surrounding area to pick up and fill out applications
- Make sure resident has all needed documentation – social security card, birth certificate, past employment contact information, work schedule options, etc.
- Drive, assisting resident in filling out applications (as needed), setting up interviews and dropping off applications. It is encouraged that as much of this can be done at the same time as possible so there is not a delay in returning the application because of transportation difficulties
- Try to have resident schedule interviews at times you are able to transport. If unable, make sure we have a couple of days to find transportation.

Accountable to: Employment Coordinator

Misc.: Reading the book 48 Days to the Work You Love is not required but recommended because each resident wanting a job must read it to start the process.

Complementary Positions: Education Coordinator, Employment Coordinator, Job Preparation Educator

Compassion House
Volunteer Job Description
Employment Coordinator

Description

Help residents move forward vocationally

Frequency

Varies depending on current resident needs, may increase just before summer

Location

Compassion House

Responsibilities

- Meet with new residents (not currently in school) to discuss job ideas/possibilities and needs during first two weeks and with older high school residents before summer to help with summer employment, as recommended by House Parents.
- Read the book 48 Days to the Work You Love to be ready to discuss it with residents when assigned
- Help resident find jobs/businesses of interest in local community
- Set up meeting between resident and Job Preparation Educator
- Contact an Employment Assistant to take resident to pick up, fill out and drop off applications and to interview
- Follow-up with resident monthly about how job is going
- Report important information to House Parents

Accountable to: House Parents

Misc.:

Complementary Positions: Tutor, Education Coordinator, Job Preparation Educator, Employment Assistant

Compassion House
Volunteer Job Description
Financial Accountability Partner

Description

Provide monthly accountability to residents regarding their personal budgets.

Frequency

Monthly

Location

Compassion House

Responsibilities

- Contact House Parents to establish a meeting time each month.
- Meet with residents, reviewing their ledgers and counting money with them.
- Receive information from House Parents regarding any spending that a resident does during the week.
- Report to the House Parents any success stories, as well as any unlisted spending, money spent incorrectly and goals not being met.

Accountable to: House Parents

Misc.

This position requires each resident to push forward and meet her goals. It gives them the confidence that they are able to be financially successful in a culture where the top indicator for poverty is single parents who became parents at a young age. This person will be reporting their successes, as well as their shortcomings when it comes to personal financial responsibility.

Complementary Positions: Personal Financial Planner

Compassion House
Volunteer Job Description
Food Bank Transporter

Description

Go to Hope Distributors every 2-3 weeks on Thursdays at 1:45 p.m. to pick up items we requested for our menu.

Frequency

Every two weeks (occasionally three depending on donations and schedules)

Location

Tontitown to Compassion House

Responsibilities

- Be in contact with House Parents about when the next pick-up is scheduled.
- Stop at Compassion House to pick up the check for the food bank.
- Go to the Food bank in Tontitown at scheduled pick-up; load the food in your vehicle and bring it back to Compassion House. Help unload.

Accountable to: House Parents

Misc.

Boxes must be taken to the food bank for pick-up. We have several on hand that can be picked up each time with the check.

Complementary Positions: Menu Preparation Educator/Assistant, Shopping Educator, Donation Transport Assistant, Driver, Cooking Educator

Compassion House
Volunteer Job Description
Fundraising Team Member/Leader

Description

Work with others to help raise awareness and funds for Compassion House.

Frequency

Ongoing, as requested and able

Location

Wherever team designates

Responsibilities

- Meet with Nancy Muccio to discuss simple fundraising ideas.
- Investigate options and report to team.
- Carry out plans determined by team and approved by the board.

Accountable to: Nancy Muccio

Misc.:

Complementary Positions: Donation Acquisition Team Member, Donation Coordinator

Compassion House
Volunteer Job Description
Hobbyist

Description

Share your hobbies with residents, assisting them in learning the skill.

Frequency

As selected by resident or encouraged by House Parents

Location

Compassion House or other

Responsibilities

- Contact House Parent with hobbies you are interested in teaching and an example of what a resident could do in a reasonable amount of time.
- Bring samples of craft or demonstrate ability (i.e. piano).
- Respond in a timely manner when contacted by House Parents.
- Come and lead resident(s) at designated time(s).
- Give report to House Parents.

Examples: Piano, Photography, Art, Volleyball, Computer game/skills, Scrapbooking, Gardening, etc. The list is unending!

Accountable to: House Parents

Misc.

Finances may limit the hobbies we are able to offer. If you know of a place that might donate supplies for your hobby, please let the House Parents know.

Compassion House
Volunteer Job Description
House Supervising Assistant

Description

Provide supervision at Compassion House when House Parents are called away.

Frequency

As needed

Location

Compassion House

Responsibilities

- Respond to House Parent communication in a timely manner. Sometimes this is planned and sometimes it is unscheduled.
- Spend time in training at the House prior to being left with residents.
- Come to the House at specified time and follow the instructions given by the House Parents.
- Give report to House Parents.

Accountable to: House Parents

Compassion House
Volunteer Job Description
Job Preparation Educator

Description

Help residents prepare for getting a job.

Frequency

Varies depending on current resident needs, may increase just before summer

Location

Compassion House

Responsibilities

- Read the book 48 Days to the Work You Love to be familiar with what the residents read to help them prepare to get a job.
- Receive communication from Employment Coordinator or House Parents regarding needs.
- Meet with resident in a timely manner, teaching needed skills, which may include but not be limited to: How to fill out an application, Finalizing resume, How to interview, How to dress, Importance of being on time, How to handle conflict/unfair situations, Starting and finishing well, How to keep a job
- Provide report to House Parents

Accountable to: Employment Coordinator

Misc.

Complementary Positions: Education Coordinator, Employment Coordinator, Employment Assistant, Life Skills Educator

Compassion House
Volunteer Job Description
Labor Coach (Female)

Description

Assist one resident at a time through the medical part of her pregnancy, including prenatal appointments, childbirth classes and labor/delivery. Do your best to develop a trusting relationship.

Frequency

Varies throughout pregnancy, starting with one appointment a month and ending with an appointment each week

Location

Various clinics in Northwest Arkansas, usually Park Hill Clinic in Johnson

Responsibilities

- Attend training session.
- Meet girl shortly after she arrives at Compassion House.
- Schedule initial appointment (after receiving information from House Parents – full name, birth date, social security number, etc.)
- Join resident for every appointment in the exam room.
- Schedule next appointment, based on your schedule.
- Pick up and drop off the resident before and after each appointment.
- Contact House Parents after each appointment with any important information from the doctor.
- Be available to take resident to the hospital for labor/delivery and possibly additional times if needed for concerns or false labor. We try to minimize this as much as possible.
- Communicate with the House Parents as early as possible regarding how much and long you can be at the hospital after delivery so arrangements for others to be there can be made, if necessary.
- Take resident and baby to follow-up appointments (well-child check up and six-week postpartum appointment).
- Possibly take resident to other appts. – other doctor, hair, DHS, as needed

Accountable to: House Parents

Misc.

Due to the incredibly personal nature of these appointments and the need for our residents to feel comfortable and secure with their labor coach, these positions are generally reserved for women we have come to know over time. Please let us know if you are interested in being a labor coach, and then we will seek to find volunteer roles that allow us to get to know you better.

Complementary Positions: Driver, Childcare/Parenting Instructor, Childcare Provider, Childbirth Educator

Compassion House
Volunteer Job Description
Life-Skills Educator

Description

Each resident has a different level of education in caring for a home and preparing for life after baby. Life-Skills Educators evaluate residents' understanding of needed skills and help teach those who require more help the following areas:

Laundry	Resume Preparation	Interviewing Skills
Computer Skills	Cleaning – how to do chores	Organization
Taking Notes	Writing Thank-You Cards	Phone Skills
Other ...		

Frequency

As mutually agreed upon; with new residents, usually one-on-one

Location

Compassion House

Responsibilities

- Await contact from House Parents or Orientation Coordinator.
- Make a plan for your topic, preparing for those who do not understand the skill, as well as some new/fun thoughts for those who do.
- Share plan with House Parents or Orientation Coordinator.
- Schedule time to meet with resident.
- Evaluate the resident's understanding of the life-skill.
- Teach (hands-on) as needed.
- Contact House Parents or Orientation Coordinator when completed.

Accountable to: House Parents or Orientation Coordinator

Misc.

Complementary Positions: Orientation Coordinator, Cooking Educator, Shopping Educator, Hobbyist, Job Preparation Educator

Compassion House
Volunteer Job Description

Meal Provider

Description

Prepare a meal (or part of a meal) and bring it to the House, giving everyone a break on a busy evening.

Frequency

As available, ideally once a month

Location

Compassion House

Responsibilities

- Contact House Parents to set up date(s) to bring food.
- Please bring a copy of the recipe for the residents to copy.
- Meals may be scheduled for a specific night or brought to freeze.

Accountable to: House Parents

Misc.

Please check with the House Parents about any food allergies in the home and number who will be in home to partake of meal.

Complementary Positions: Menu Preparation Educator/Assistant, Cooking Educator

Compassion House
Volunteer Job Description

Medication Assistant

Description

Fill prescriptions, dispense medications and monitor first aid kit and medication box needs.

Frequency

Weekly

Location

Compassion House

Responsibilities

- Contact Collier's Drugstore with any prescription refills for delivery.
- Fill medication container for each resident each week.
- Mark on medication logs any missed medication from the previous week.
- Keep medication box (Tylenol, Clairton, etc.) stocked and current.
- Keep first aid box (band aids, triple antibiotic, etc.) stocked.

Accountable to: House Parents

Misc.

No medical training is necessary. Be willing to contact a local pharmacist or doctor to confirm that certain medications are acceptable for pregnant and nursing women.

Compassion House
Volunteer Job Description

Menu Preparation Educator/Assistant

Description

Help the residents develop a healthy, well-balanced menu and shopping list for a two-week meal plan.

Frequency

Every two weeks

Location

Compassion House

Responsibilities

- Contact House Parents to schedule a time every two weeks (may sometimes be three depending on donations and schedules).
- Work with one or more residents at a time to make a healthy menu, including side-items, with variety.
- Menu should utilize the food we have in the house and food we can usually get from the food bank.
- Work with one or more residents to create the shopping list.
- Email the shopping list to the food bank by the required time.

Accountable to: House Parents

Misc.

This position should be primarily seen as an educator. Working with various residents each week, make sure they each understand the principles of building a healthy menu, how to use what is on hand and how much to purchase.

Complementary Positions: Shopping Educator, Nutrition Educator, Cooking Educator, Meal Provider

Compassion House
Volunteer Job Description
Nutrition Educator

Description

Educate residents on healthy eating habits for pregnancy, after delivery and children.

Frequency

Minimum twice a year; could be more often with fewer residents if preferred

Location

Compassion House (other location may be possible)

Responsibilities

- Develop a lesson plan for session.
- Contact House Parent to share plan, including frequency.
- Schedule class, always scheduling the next session when one is completed.

Accountable to: House Parents

Misc.

This could be a one or two session class – the first regarding the resident’s diet and the second concerning healthy eating for very young children (for those planning to parent). The class size and frequency is flexible depending on teacher’s preference.

Complementary Positions: Menu Preparation Educator/Assistant, Shopping Educator

Compassion House
Volunteer Job Description
Office Assistant

Description

Assist House Parent in routine office needs at Compassion House.

Frequency

Weekly or monthly depending on task.

Location

Compassion House

Responsibilities

- Arrange schedule with House Parents monthly.
- Be on time and focused to complete task

Daily: checking chores, distribute meds, answer phones, research on-line

Weekly: update chore list, order and organize meds, calendars, clean office

Bi-weekly: Compassion Cash purchases, filing

Accountable to: House Parents

Misc.

Complementary Positions: Volunteer Coordinator, Orientation Coordinator, Medication Assistant, Computer Assistant, Computer Skills Educator

Compassion House
Volunteer Job Description
Orientation Coordinator

Description

Assist each new resident with the transition into Compassion House. This includes evaluating her skills, teaching her about the home and pregnancy and matching her with those who will help her get settled.

Frequency

With new residents, as soon as possible after they arrive

Location

Compassion House or from home

Responsibilities

- Work with House Parents and Counselor to develop a New Resident Orientation Plan.
- Meet with resident to discuss materials about the program, pregnancy, other assessments and paperwork.
- Contact Life-Skills Educators and schedule times for them to meet with resident.

Accountable to: House Parents

Misc.

Though there are many ideas and thoughts on this, it still needs to be developed and implemented.

Complementary Positions: Life Skills Educator, Shopping Educator, Menu Preparation Educator/Assistant, Job preparation Educator

Compassion House
Volunteer Job Description
Painter

Description

Help with painting needs in expansion and House.

Frequency

As needed

Location

Compassion House

Responsibilities

- Respond to calls from House Parents or others regarding painting needs within the House in a timely manner.
- Paint with properly protected surfaces.
- Clean out brushes and clean up area when finished.

Accountable to: House Parents

Misc.

Funds may be limited so time may be needed to seek donations of supplies.

Complementary Positions: Room Remodeler / Repairer

Compassion House
Volunteer Job Description
Personal Financial Planner

Description

Help each new resident to establish a budget, based on her needs and future plans.

Frequency

As needed

Location

Compassion House

Responsibilities

- Become familiar with Dave Ramsey financial teaching principles.
- Meet with a new resident after she has completed session 3 of the Dave Ramsey materials regarding making a budget.
- Assist in determining what her needs may be upon leaving.
- Explain envelope system and how to keep a ledger on both the envelopes and on their savings account. Resident will then have budget approved by the House Parents and will carry out the plans.

Accountable to: House Parents

Misc.

After budget is approved by the House Parents, the resident will be required to set up an envelope system, a bank account (if applicable) and will be held accountable to keeping her budget.

Complementary Positions: Financial Accountability Partner

Compassion House
Volunteer Job Description
Professional Service Provider

Description

Help with various professional services

Frequency

As needs arise

Location

Varies

Responsibilities

- Respond to calls from House Parents regarding needs to discuss if you are able to help with the specific need
- Give evaluation and estimates, as applicable
- Report results to House Parents

Dentist

Doctor

Optometrist

Computer Help

Mechanic

Appliance Repair ... and much more

Accountable to: House Parents

Compassion House
Volunteer Job Description
Reality Baby Assistant

Description

When residents have the Reality Baby to help in preparation for a baby, assist each in how to care for it, checking with House Parents and computer log to identify areas in need of improvement.

Frequency

Weekly, when residents are carrying baby (about one month at a time, several months during the year)

Location

Compassion House

Responsibilities

- Receive contact from House Parents when a resident has the Reality Baby
- Meet with the resident to discuss how to care for the baby
- Schedule weekly times to meet with the resident, after talking with the House Parents about areas of improvement
- Also, check the baby's log to see if there are areas to work on
- Report to House Parents regarding progress and attitude

Accountable to: House Parents

Misc.:

Complementary Positions: Childcare/Parenting Instructor

Compassion House
Volunteer Job Description
Room Remodeler and Repairer

Description

Help with minor remodeling and repairing in rooms throughout the house

Frequency

As needs arise

Location

Compassion House

Responsibilities

- When the expansion is completed, each room in the house needs to be evaluated for updates
- Make plan with House Parents and begin once approved by board
- Work alone or with a team to see it completed.

Accountable to: House Parents

Misc.:

Funds are limited so time may be needed to seek donations of supplies

Complementary Positions: Baby Barn Remodeler

Compassion House
Volunteer Job Description
Shopping Educator

Description

Assist residents in learning how to bargain shop, purchase what is needed on the menu and understand price tags and sales, while actually grocery shopping for the House at Wal-Mart.

Frequency

Every two weeks

Location

Pick up residents, shop and return

Responsibilities

- Contact House Parents to schedule a time every two weeks (occasionally more for produce if available).
- Take one or more residents to Wal-Mart to shop.
- Teach residents to read price tags, understand sales, purchase wisely and according to the shopping list made from the menu.
- Assist residents in filling their WIC vouchers, as needed.
- Teach about checking out at the store.

Accountable to: House Parents

Misc.

This position should be primarily seen as an educator, working with various residents each week to make sure they each understand the principles listed above. If necessary, you will be taught about the WIC program.

Complementary Positions: Menu Preparation Teacher, Nutrition Educator, Financial Accountability Partner, Personal Financial Planner

Compassion House
Volunteer Job Description
Shower Assistant

Description

Assist Shower Coordinator in planning baby, wedding and house warming showers for residents.

Frequency

Varies

Location

Compassion House or other

Responsibilities

- Respond to communication from Shower Coordinator in a timely manner
- Help with decorations or food preparation for shower
- Arrive early to help set up
- Help with clean-up

Accountable to: Shower Coordinator

Compassion House
Volunteer Job Description
Shower Coordinator

Description

Plan baby, wedding and house warming showers for residents.

Frequency

Varies

Location

Compassion House or other

Responsibilities

- Respond to communication from House Parents in a timely manner
- Meet with resident to make list of guests and help with mailing
- Contact assistants to decorate and prepare food
- Arrive early to help set up
- Provide direction at shower
- Get names and addresses of those attending, along with gift description. Remind House Parents to get thank you cards to resident.

Accountable to: House Parents

Compassion House
Volunteer Job Description
Transportation Coordinator

Description

Receive information on transportation needs from the House Parents and coordinate member of driving team to fill each need.

Frequency

Weekly needs, as well as
last-minute appointments

Location

Anywhere, work or home

Responsibilities:

- Receive calls or emails from House Parents
- Communicate with driving team in a timely manner
- Provide details to assigned driver
- Contact House Parents with driver name
- Contact House Parents if driver cannot be found so appointment can be changed or House Parent can transport

Accountable to: House Parents

Misc.:

Complementary Positions: Donation Coordinator, Driver, Donation Transport Assistant

Compassion House
Volunteer Job Description

Tutor

Description

Assist students with public school/college classes or GED preparation.

Frequency

Varies depending on current resident needs

Location

Compassion House

Responsibilities

- Let House Parents or Education Coordinator know what subjects/ grade levels you are able to tutor
- Receive contact from House Parents or Education Coordinator
- Respond in a timely manner regarding availability
- Meet with student as scheduled
- Inform House Parents of student's progress
- Make sure student is understanding subject
- Pass student on to another tutor if unable to assist

Accountable to: Education Coordinator

Misc.:

Complementary Positions: Education Coordinator

Compassion House
Volunteer Job Description

United Way Warehouse Assistant

Description

The United Way has a warehouse in Bentonville from which we are able to get needed paper goods, cleaning products, diapers and more. Every few weeks, two representatives from Compassion House go and pick out these items during a 30 minute timeslot. Assistants are needed to assist in getting these items.

Frequency

Every 2-4 weeks, 30 minute
time slot at Warehouse

Location

Bentonville

Responsibilities

- Go to Compassion House to get entry cards and supplies
- Make list of needed items
- Drive to Warehouse – do **not** be late!
- Once completed, return to Compassion House to drop of items
- Tell House Parents what items were not available
- Schedule next appointment (or tell House Parents if someone else needs to go)

Accountable to: House Parents

Misc.: You will be trained by House Parents in what supplies to get, how to best go through the warehouse and what is needed.

Complementary Positions: Donation Transport Assistant, Driver

Compassion House
Volunteer Job Description
Volunteer Coordinator

Description

Assist House Parents in contacting current volunteers with needs.

Frequency

As needed, at least weekly

Location

Open

Responsibilities

- Respond to House Parent Communication in a timely manner. Sometimes this is routine and sometimes it is unscheduled.
- Meet with House Parents for training and to obtain lists of volunteers, their interest areas and their contact information.
- Ask for volunteer updates from House Parents each week.
- Give report to House Parents (phone or email) regarding which volunteers accepted and which positions were not filled.

Accountable to: House Parents

Misc.

Complementary Positions: Donation Coordinator

Compassion House
Volunteer Job Description

Workout Partner

Description

Join one resident (or more) in her weekly assigned workout times. Do a video together at the House, go to the park to walk or swim at the Jones Center!

Frequency

At least once a month. The residents are required to workout three times a week, 30 minutes each time

Location

Compassion House or other

Responsibilities

- Contact House Parents with availability (a regular schedule would be ideal but not necessary) and plans.
- Residents will be assessed regarding interest.
- If planned, please be prompt.
- Join the residents in the activity. If it requires tickets, make arrangements in advance.
- If driving somewhere, your information must be on file in the office.
- Challenge the residents but keep their physical ability in mind.

Accountable to: House Parents

Compassion House
Volunteer Job Description

Yard Worker

Description

Help with on-going needs of yard and outside of home

Frequency

As needed throughout the year

Location

Compassion House

Responsibilities

- Respond to emails and calls regarding need for yard work
- Help at determined times

Mowing

Landscaping

Edging/Weed-Eating

Raking

Trimming

... and more

- Report status to House Parents

Accountable to: House Parents

Misc.: Church groups sometimes offer to come and help with these tasks.

Complementary Positions: Home Maintenance