

Volunteer Position Description

Position Title:	Childcare Support Specialist
Location:	Family Recovery Support 2010 SE 182 nd Ave. Portland, OR 97233
Goal of Position:	Support families in recovery by providing reliable childcare during drop-in activities, counseling sessions, and regularly scheduled parent support groups.
Sample Activities:	<ol style="list-style-type: none"> 1. Assist staff with children's group (for kids ages 6 months to 12 years old) during evening parent support groups. 2. Model appropriate ways of interacting and problem-solving. 3. Pursue special projects as desired: <ul style="list-style-type: none"> • Research and design activities for small groups of children in a variety of age groups. • Prepare fun activity packets for children to take home. • Create a children's resource board with local, affordable, kid-friendly events and resources, games, photos, etc.
Time Commitment:	M-F evenings. Minimum three month commitment required.
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> ➤ Must love children and be able to interact positively. ➤ Open communication with supervisor regarding attendance, requests, and concerns. ➤ Must be age 18 or older. <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Experience working with children 6 months – 12 years old. ➤ Experience with families in recovery from drug and alcohol addiction.

Physical Requirements:

The duties of this position require the ability to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. Position also requires close vision, distance vision, and the ability to adjust focus. Occasional lifting and/or moving up to 25 lbs may also be required. Some lifting with children under 2 ½ years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position functions.

Training & Support:

Orientation to VOA Oregon, Family Recovery Support, and position with ongoing support and feedback as needed.

Benefits:

Explore a career in social services, substance abuse recovery, and child development by gaining experience with a variety of age groups and pursuing special projects that match your career goals.

Become part of a committed, passionate, and expert team providing quality support to children and families making a fresh start.

Know that you are serving as a child's positive role model and offering parents peace of mind while focusing on recovery.

Supervisor's Contact Details:

Jennifer Benjamin
jbenjamin@voaor.org
503-972-9637

Position description reviewed with _____ on _____

(Volunteer Name)

(Date)

Volunteer Signature

Supervisor Signature