

# 2018-2019 Volunteer Job Descriptions

## First Impressions

### Position Overview

Welcome SBS moms and children on Thursday Revive nights, creating a warm experience that encourages moms to continue participation and to bring friends.

### Key Responsibilities

- Arrive promptly by 5:45 pm on Thursday Revive nights, to be finished by 7:15 pm.
- Ensure all SBS moms feel welcome upon arrival to Revive nights through smiling and conversations interacting with both moms and children.
- Assist with Revive night sign in for moms, children and volunteers including sign in books, new mom/volunteer applications, and liability waivers.
- Be attentive to questions from moms, children, and volunteers.
- Escort SBS moms and children to the appropriate area.
- Be alert for people walking through the building who do not belong to protect the safety of SBS moms and their children.
- Assist in clean up and collecting all sign in materials and paperwork.

### Training & Support

- Attend a 2 hour orientation and training to review duties and expectations.
- Support from the Program Director and Assistant Program Director as needed.

### Commitment

- Commitment is for 1 program year from Sept-April.
- 3 hours per month - Must be available to attend at minimum seven (7) of fourteen (14) program meetings.

### Qualifications/Skills

- Personable, friendly, and outgoing with strong communication skills
- Able to complete administrative tasks with attention to detail
- Maintain appropriate social media presence refraining from lewd or inappropriate content.
- Be able to provide non-judgmental support to SBS moms coming from different faiths, beliefs, or lifestyles.
- Background check required.