



2021 Volunteer Job Description

Step Into Freedom Advocate

Position Overview

The role of a Step Into Freedom Support Advocate is to guide an assigned Step By Step (SBS) mom as she completes the Step Into Freedom (SIF) financial literacy course. This includes key interactions with mom participants as they implement new skills and habits into their lives.

Key Responsibilities

- Conduct a weekly check-in meeting centered around skill-based training with SIF participant for 30 minutes to one hour per week. Advocates are responsible for adhering to the SIF curriculum exercises and discussion provided each week. Communication should be in person or via video chat.
- Develop a non-judgmental relationship encouraging the implementation of skills and habits discussed in SIF course.
- Assist SBS Program Staff with follow up with SIF participant concerning Individual Development Account deposits and maintenance.
- Build authentic relationships with SBS mom outside of weekly check-ins via text, phone calls, Facebook messages, etc.
- Complete weekly update report summarizing the development of the relationship, concerns with the mom, any additional support needed via the online Advocate Communication Log.

Training & Support

- SIF Advocates are required to complete approximately 2-hours of online training and training assessments provided by SBS in order to be assigned a participant.
- Advocates will be supported by the Program Director and Program Administrator as needed.

Time Commitment

- 1 full calendar year.
- 2-4 hours per month in one on one meetings with assigned SBS mom, 30 minutes to 1 hour per week.

Qualifications/Skills

- Strong experience in financials, including budgeting and saving.
- Strong communication skills
- Ability to build individual relationships while maintaining healthy boundaries
- Be able to provide non-judgmental support to SBS moms coming from different faiths, beliefs, or lifestyles.
- Background check required for all adults (18 years of age and older) in the home.