

STEP BY- STEP

healing & empowering
young single moms

VOLUNTEER ROLE: FIRST IMPRESSIONS

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

COMMITMENT

Hours	2 program events per month on either Tue or Thur (approx. 4 hours)
Timespan	1 program year, September to April
Absences	Requested 1 week advance notice

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.

RESPONSIBILITIES

- Arrive promptly by 5:45 pm on program nights, to be finished by 7:15 pm.
- Ensure all SBS moms feel welcome upon arrival to program events through smiling and conversations interacting with both moms and children.
- Assist with program sign in for moms, children and volunteers including Planning Center Check-Ins, 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 in-person orientation, offered before program events