

# REAL LIFE

## Community Center

A New Day. A New Life. A New Beginning.

### **VOLUNTEER OPPORTUNTIES**

## **About the REAL LIFE Community Center:**

Our goal is to be a catalyst for overcoming addiction, sustaining sobriety, and providing a pathway to a thriving future through cultivating stronger families, gaining meaningful employment, and improving personal interaction skills, while building a foundation of faith.

Our primary objective of the RLCC is to attract and serve individuals with a desire to overcome their substance use disorder (addiction) or sustain their sobriety, in order to help equip them to achieve a thriving life. The unique attribute of the REAL LIFE Community Center is providing clients with a path to thriving, not just recovery. It is the idea of recovering to something greater than what was lost.

## **About Volunteerism at the REAL LIFE Community Center:**

As a Center that operates on the foundation of faith and has Christian principles and foundations at the forefront, we believe that “God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them” – Hebrews 6:10. We also believe that “Everyone to whom much was given, of him much will be required, and from him to whom they entrusted much, they will demand the more” – Luke 12:48.

As a response, coupled with the urgency to be good stewards of our finances, the Center will operate and function strongly by volunteers who feel called to provide a number of services to the Center. Each services’ requirements and time commitment varies, in attempt to have offerings for anyone who is interested in volunteering.

This handbook was written for those interested in learning about volunteer opportunities with the REAL LIFE Community Center. Please read through it and prayerfully consider if you feel called to fill any of the openings. If you are interested in providing support and do not see the particular idea listed, please let us know – we love new ideas that are in line with fulfilling our mission.

\*After reviewing the opportunities, along with the requirements, please contact us via email so that we can move forward with the application process and answer any questions that you may have. This will also include filling out an application and going through a brief orientation. During the orientation, a review of expectations, details of service, and Center guidelines will be explained.

We thank you and look forward to serving with you!

## **Contact for more info:**

Sarah Scarbrough, [sarah@sarahscarbrough.com](mailto:sarah@sarahscarbrough.com)

## **Job Title: Director of First Impressions (Receptionist/Secretary)**

**Purpose:** This volunteer position serves as the receptionist for the community center, and will be the first person someone sees upon entry to the Center. The Director of First Impressions represents the agency to members of the public who visit its offices Monday through Friday from 9 a.m. - 4 p.m.

**Number of Directors of First Impressions sought:** 3 – 5 (must have desk filled each day the Center is opened. Depending on volunteer availability (number of days/hours available, may not need 5).

**Location:** The Director of First Impressions works in the public reception area of the agency's central office at 406 East Main Street.

### **Key Responsibilities:**

- The Day Chair answers the phone and directs calls.
- Greets guests and assists with where they need to go.
- Distributes and processes intake forms
- Prints out a list of activities that take place that day at the Center and posts at appropriate places
- Makes reminder phone calls to other volunteers who are assigned for the following day.
- Distributes the mail.
- Prepares correspondence as needed.
- Other duties as assigned.

**Time Commitment:** At least one day a week from 9 to 4 (a lunch break is included)

**Qualifications:** Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependable.

**Support:** Training for this position will be provided.

## **Job Title: Volunteer Coordinator**

**Purpose:** The Center will strongly utilize volunteers for daily operations. This position will assist staff in coordinating and scheduling volunteers. The ideal candidate for this volunteer position is retired or not employed, as it would require approximately 10-20 hours a week.

**Number of Volunteer Coordinators Sought:** 1-2

**Location:** Would primarily work from Center, although working from home would be considered on occasion.

### **Key Responsibilities:**

- Schedule volunteers on a weekly basis
- Process volunteer applications
- Assist in conducting volunteer orientation
- Be available to answer questions for potential and current volunteers
- Assist in recruiting volunteers

**Time Commitment:** 10-20 hours a week

**Qualifications:** Must be proficient on a computer. Have the ability to interact positively with volunteers, clients, and others entering the Center. Must be dependable and punctual. Have an eye for detail. Ability to submit reports on progress and work.

## **Job Title: Mentor**

**Purpose:** Center participants will be paired with mentors (male on male and female on female) when they reach a sustainable level where they are able to maintain life, but need extra guidance, assistance, support, and encouragement.

**Number of Mentors sought:** Continually will be recruiting, as it is a goal for all participants to be paired with a mentor.

**Location:** Meetings between mentor and mentee can take place at the Center or at a central location of the mentors choosing.

### **Key Responsibilities:**

- Have weekly communication with mentee, of which at least one contact a month must be in person (more than one is preferred however) and the others via phone.
- Be available when mentee needs additional assistance or someone to talk to.
- Provide professional advice (i.e. assist with job interview preparation at the appropriate time).
- Provide guidance for personal situations the mentee may be going through (try to stay away from telling them what to do, but guide them to the appropriate reaction or handling of situation).

**Time Commitment:** 5 or more hours a month

**Qualifications:** Working professional that has the ability to communicate, listen, and work with individuals from varying walks of life. Must have a willingness to work with someone who battles the disease of addiction and likely has a criminal record. Ability to assist in budget coaching to ensure the individual is planning their spending, sticking to the planned budget, and meeting savings thresholds.

### **Other:**

- Although a mentor may be in recovery, it is not mandatory, as they will have a sponsor as well.
- Never give cash to a mentee. If they ask for money, notify Center staff immediately.
- Ensure professional boundaries are kept (i.e. do not disclose where mentor lives, where family works or goes to daycare)

**Support:** Training to be a mentor will be provided through the Center staff.

## **Job Title: Class Facilitator/Teacher**

**Purpose:** After the individualized case plan (ICP) is developed by the case manager for each Center client, a number of classes will be assigned that clients should go through in order to overcome obstacles and reach goals as outlined in ICP. Many classes will be offered and made available by volunteer organizations and individuals. However, all curriculums utilized must be approved by the Center (or provided by the Center) and must be an evidence-based curriculum.

**Number of class facilitators/teachers sought:** 10-20

**Location:** All classes will be taught at the Center.

### **Examples of Classes Volunteers Sought to Teach:**

- Computer class – teach the basics of using a computer. More complex classes, to include coding, may be offered in the future.
- Open computer hours in computer lab – this will provide oversight during open computer hours and answer questions that individual clients may have.
- Budgeting – Classes on budgeting and finance (mentors will also follow this outline/model when working with mentees)
- Bible Study – As a faith-based center, we will provide a variety of Christian-based bible studies that will be available for clients
- Anger Management class
- Job Preparation/Resume Writing
- NA group (this must be led by someone in recovery)

**Time Commitment:** Classes will range from 45 minutes to 1.5 hours every week. Will need to be available to teach class each week for the duration of the class, which should be kept under 5-6 weeks, plus writing/submitting weekly attendance/updates

**Qualifications:** Professional that is comfortable and qualified teaching a class for 5 to 30 clients in the specified category. Organized with the ability to submit weekly attendance and class summary report to specified Center staff within 24 hours of each class.

**Support:** Training specific to working at the Center and our clients will be provided prior to teaching class.

## **Job Title: Jobs for Life Instructor/Champion (mentor)**

**Purpose:** Jobs for Life is a 8 week (or 16-course) biblically based job preparation curriculum. Instructors will teach 1-3 courses over the duration of the 8-week period. Each class participant is paired with a champion who walks alongside them during the 8 weeks (prefer a commitment of attending at least on class a week) and the continues to mentor them after class completion for a year.

**Number of Instructors/Champions Sought:** Continually will be recruiting, as each 8 week Jobs for Life course will require 20-25 volunteers.

**Location:** Meetings for the Jobs for Life classes will be at the Center. For champion follow up, champions are able to select a public location to meet.

### **Key Responsibilities:**

- **Champion:** act as a mentor for the individual, whether that be for professional things occurring or personal things the individual goes through. Much like the description of a mentor.
- **Instructor:** teach/lead 1-3 classes over the course of 8 weeks. Training will be provided, as will the curriculum to be taught.
- Instructor may also act as a mentor and vice versa.

**Time Commitment:** 4 hours a week

**Qualifications:** Working professional that has the ability to communicate, listen, and work with individuals from varying walks of live. Must have a willingness to work with someone who battles the disease of addiction and likely has a criminal record. For instructor, ability to teach class with approximately 12-15 students.

**Support:** Training to be a champion or instructor will be provided through the Center staff and Jobs for Life site coordinator.

\*\* Note: We are also seeking two females who would be willing to be site coordinators for female class. They would be provided training and guidance on the specifics, but would be responsible for coordinating and scheduling the instructors and volunteers once recruited by the Center (although site coordinator could help in recruiting as well), and preparing for the classes. This would be equivalent to approx. 6-7 hours a week.

Additional info: Will start first Jobs for Life class in March 2018, but training and recruitment begins in no.

## **Job Title: Donation Coordinator**

**Purpose:** The Center will thrive on donations for items needed for use in the Center and for clients. This will assist in maintaining a management budget. This role will assist the Center in soliciting donations of goods (in-kind donations) from area businesses. Such items include things like gift cards (fast food, restaurants, grocery stores, Walmart, Target), bus tickets, hygiene products, undergarments, clothes for the clothes closet. This role will also help manage and organize clothes closet.

**Number of Donation Coordinators sought:** 2-3

**Location:** All items should be delivered to the Center or dropped off to the Center.

### **Key Responsibilities:**

- With provided letter and information from REAL Life, solicit donations from businesses. Must have approval, however, to solicit before doing so, as to ensure not more than one person is soliciting the same entity.

**Time Commitment:** Varies

**Qualifications:** Must be able to communicate well and represent REAL Life in a positive manner. Must provide updates of solicitations gained and from whom/where to Center staff, for the ongoing log and records.