



INDIVIDUAL VOLUNTEER OPPORTUNITIES

ADMINISTRATIVE SUPPORT

Looking for volunteers who can assist with administrative aspects in an office setting.

Duties: Assist with statistics, research, data entry, phone calls, filing, answering the door, folding and stuffing mailings.

Schedule: Weekday, mornings and afternoon shifts available.

CHILDREN'S CENTER

Do you love children or are you the grandparent who never gets quite enough kid time?

Duties: Play and interact with children when parent is in group sessions or therapy.

Schedule: Daytime and evening shifts available. Time and length of shifts varies.

COURT ADVOCATE

Are you a source of strength and comfort? Must be able to function well amid chaos and multi-task.

Duties: Accompanying victims to court, offering support and resources.

Schedule: Weekday and Saturday times are available.

FRONT DESK GREETER

Front desk greeters make the important first impression to visitors to Safehome.

Duties: Include but not limited to greeter, answering phones, data entry, filing, folding & stuffing mailings.

Schedule: Weekday mornings and afternoons.

FUNDRAISING & EVENT PLANNING COMMITTEE

Work with others to help plan and organize one or more of Safehome's fundraisers. Events include a golf tournament (August), a Kentucky derby themed event (May), and an author appearance (October).

Duties: Help plan a fundraising event! Roles include logistics, decorations, auction procurement, auction set-up, guest experience and sponsorship.

Schedule: Variable. Time commitment begins approximately 6 to 8 months before the event with committee meetings and assigned tasks.

HOTLINE

Must be a good listener with excellent hearing, ability to remain calm and maintain a warm and friendly approach in an active and busy environment. Demonstrate respect and support to issues of diversity.

Duties: Answer the hotline and provide crisis resources in a calm and supportive manner regarding Safehome services. Interacts regularly with shelter residents to meet their everyday needs and assists in administrative duties.

Schedule: Two-hour minimum weekly shifts available 24 hours a day.

HEALTHCARE ADVOCATE

Volunteers must be comfortable in a hospital setting and dealing with a crisis.

Duties:Volunteers talk with domestic violence victims, offering available resources in the hospital.

Schedule: Shifts vary in time; volunteers are on call weekdays.

Location: Johnson county hospitals. Must have a 30 minute response time.

FACILITIES

Assist Facilities Manager with maintenance issues.

Duties: Includes changing lightbulbs, cleaning air filters, yard work, carpet cleaning and paint touchups.

Schedule: Weekday, morning and afternoon shifts are available.

SPEAKERS' BUREAU

Volunteers represent Safehome in the community providing education to business, civic, social and religious groups in the Johnson County community. You must be comfortable speaking to any size group.

Duties: Includes staffing and setting up display boards at community and corporate resource fairs, and speaking to large or small groups regarding domestic violence and Safehome services.

Schedule: Volunteers serve on an as needed basis at daytime, evening or weekend events.