



Volunteer Opportunities – *Position Descriptions*

Direct Service Volunteer Opportunities

CASA (Court Appointed Special Advocates) Volunteer

Description: Volunteers are ordinary citizens, specially trained and appointed by Family Court judges to serve as the voice for children who are in the foster care or family court system in Livingston County. Volunteer will get to know their case by visiting the child(ren) every 7 to 10 days, attend court hearings, provide insight to the judge, and recommend actions in the best interest of the child.

Training: Must complete 30-hour CASA training, typically offered in January and June.

Time Commitment: Minimum of 15 hours per month; time commitment varies based on the needs of the case.

Children’s Program Volunteer

Description: Volunteers will assist the staff to meet the needs of the children. This position may include providing childcare, assisting with group activities, projects or providing individual respite.

Training: Must complete LACASA’s 32-hour Core Volunteer Training and additional on the job training.

Time Commitment: This position is flexible, but ideal would be two to four times a month.

Community Prevention & Education Volunteer

Description: Volunteers in this area assist with the co-facilitation of community based presentations on the issues of child abuse, domestic violence and/or sexual, assault. Target audiences range from middle and high school youth, to professional groups to general community members.

Training: Must complete LACASA’s 32-hour Core Volunteer Training as well as on the job training.

Time Commitment: Flexible

Help Line Volunteer

Description: Volunteers will be responsible for providing support to shelter residents and on the help line as needed. Skills required for this position include communication, crisis intervention, organization, record keeping and basic computer knowledge.

Training Required: Must complete LACASA’s 32-hour Core Volunteer Training and 4 hour helpline center volunteer training (specific to the role). On the job training & supervision will be provided.

Time Commitment: Coverage needed Monday through Friday, 8 to 4 pm. Volunteers are asked to volunteer for a 4 to 8 hour shift weekly for a minimum of one year.

On-Call Response Volunteer

Description: Volunteers will be assisting victims of domestic violence and sexual assault by providing intervention, information and support. You may be responding to the home, hospital, local law enforcement agency or by phone.

Training: Must complete LACASA's 32-hour Core Volunteer Training and 3 hour on-call volunteer training. On the job training & supervision will be provided.

Time Commitment: Minimum of 45 hours per month (three weekday shifts or two weekend shifts) for a minimum of one year.

Non-Direct Service Volunteer Opportunities

Community Outreach Volunteer

Description: Volunteers may be needed to host an information booth at a community event, help at awareness activities, distributing brochures and posters, participate in a community action group, help at Cinderella's Closet, or other community/fundraising events.

Training: Completing LACASA's 32-hour Core Volunteer Training is encouraged but not required. A brief orientation is required.

Time Commitment: Flexible

Event Committee Volunteer

Description: Volunteers would be on a committee responsible for the organization and successful coordination of the LACASA event. Events may be the Garden Tour, Twilight in the Garden, Denim and Diamonds, Cinderella's Closet or others.

Training: Completing LACASA's 32-hour Core Volunteer Training is encouraged but not required. A brief orientation is required.

Time Commitment: Monthly committee meetings and availability during the event.

Reception Desk Volunteer

Description: Volunteers will be responsible for answering the business phone, greeting guests and providing general office support.

Training: Completing LACASA's 32-hour Core Volunteer Training is encouraged but not required. A brief orientation is required.

Time Commitment: This position requires a 4-hour weekly shift during business hours.

Resale Boutique Volunteer

Description: Volunteers will work behind the scenes helping to sort, steam, tag and organize donations of home décor, kitchenware, collectibles, jewelry, accessories and clothing for the whole family.

Training: In-store training will be provided. Completing LACASA's 32-hour Core Volunteer Training program is encouraged but not required.

Time Commitment: Volunteers sign up in advance for days and shifts. Shifts can be two hours, four hours, or longer dependent on the volunteer's personal preferences. The store is open seven days a week.

Shelter Assistant Volunteer

Description: Volunteers will be assisting staff to meet needs of shelter clients. This can include light cleaning, gardening, working in the kitchen/pantry, sorting and organizing food, clothing and supplies.

Training: Completing LACASA's 32-hour Core Volunteer Training is encouraged but not required. A brief orientation is required.

Time Commitment: This position is flexible, but is typically during business hours.

Teen Advisory Council Member

Description: LACASA's teen advisory council is made up of students representing any and all of Livingston County school districts. Students work with LACASA staff to create an annual awareness campaign hosted in all local high schools addressing the issues of dating violence and sexual assault as well as other projects involving prevention and education of our youth.

Training: Students will receive ongoing training as a part of the Teen Advisory Council meetings.

Time Commitment: Two meetings per month throughout the school year and occasional opportunities with other projects involving youth. Meetings are typically held the 1st and 3rd Tuesdays of the month 3:30 - 5 pm.

Survivor Speaker's Bureau

Description: Volunteers who have personal experience with child abuse, domestic violence or sexual assault are occasionally needed to share their experiences of abuse and healing with the community. These opportunities often coincide with a training session, awareness activity, media story or fundraising event.

Training: Survivors are encouraged to complete LACASA's 32-hour Core Volunteer Training, but it is not required. Volunteers are required to attend training specifically for speaker's bureau.

Time Commitment: Flexible