



Volunteer Position Description

FACETS

Location	Next Steps Family Program office and shelter units
Position Title	Employment Meet Up Driver and Childcare Assistant
Purpose	Volunteer will transport homeless households to and from Employment Meet Up, an employment program provided by FACETS' Employment Specialist at the Next Steps Family Program. The volunteer will pick up program participants at the Next Steps Family Programs shelter units and bring them to the office. During the Employment Meet Up, the volunteer will provide supervision to the children of program participants at the office. After the meeting is over, the position will transport program participants to two community locations (South County and Sherwood Hall Library).
Key Responsibilities	<ul style="list-style-type: none"> • Willing to support the mission of FACETS. • Provides transportation to program participants to and from Employment Meet Up at the Next Steps Family Program office. • Provides childcare to program participants during Employment Meet Up at Next Steps Family Program the office. • Fill up the FACETS' van with gas when necessary. • Report any FACETS' van concerns to the Program Director of Family Housing Stabilization.
Time Commitment	Volunteer must be available every Tuesday from 9:00 a.m. to 2:00 p.m. 4+ months commitment desired.
Supervisor	Housing Case Managers, Employment Specialist, and Program Director of Family Housing Stabilization
Qualifications	<ul style="list-style-type: none"> • Ability to work with a diverse population, including clients with criminal backgrounds, households with children, limited English ability, mental health problems, etc. • Strong oral and written communications skills. • Flexibility and ability to frequently change priorities. • Positive and professional attitude and demeanor. • Self-reliant problem solver and team player. • Ability to supervise children, typically aged newborn through 5 years old. • At least 21 years old with a clean driving record.
Training	Must be over 21 years old. Additional training will be provided.
Appointed by	Volunteer Manager and/or Program Director of Family Housing Stabilization