



DOMESTIC ABUSE INTERVENTION SERVICES

Kids' Space Cleaning Crew *Position Description*

Do you enjoy organizing, cleaning, fixing, and making spaces feel ready and welcoming? Kids' Space Cleaning Crew volunteers are the behind-the-scenes people who help ensure our environments are safe, clean, organized, and inviting for the children and families we serve. From repairing toys and making sure games have all their pieces, to restocking books and dolls, these volunteers help keep Kids' Space running smoothly. By cleaning Kids' Space and child friendly meeting rooms, Kids' Space Cleaning Crew volunteers play an essential role in creating a comforting, welcoming environment for all survivors.

GENERAL RESPONSIBILITIES:

Kids' Space Cleaning Crew volunteers provide valuable and essential support to our Children's Program by assisting the PCYA Program Coordinator with the upkeep of Kids' Space and children-focused elements of meeting rooms. Upkeep includes cleaning and sanitizing toys and surfaces and organizing and restocking supplies in these spaces. Volunteer support helps to ensure that children have a safe, dignified, and welcoming experience during their stay at DAIS while they participate in PCYA programming, and when accompanying their parents to meetings. Kids' Space Cleaning Crew volunteers must adhere to strict confidentiality requirements, the DAIS Confidentiality Policy, Volunteer Protocols & Procedures, PCYA Protocols & Procedures, and the agency's Code of Ethics.

SPECIFIC RESPONSIBILITIES:

- Repair and restock toys as needed within Kids' Space and meeting rooms.
- Assist with performing routine chores and cleaning tasks assigned to ensure the safety and cleanliness of Kids' Space and Meeting Rooms.
- Possess the ability to work independently and as part of a team.
- Be dependable and consistently report on time to assigned shifts; Notify the PCYA Program Coordinator or the Volunteer Manager of any need to be absent.
- Maintain appropriate and professional boundaries with DAIS clients and their children.
- Arrive to your shift mentally and physically prepared; being under the influence of or in possession of alcohol and/or illegal drugs is not permitted while at DAIS.
- Adhere to agency policies and work rules including confidentiality, child abuse reporting, code of ethics; if questions arise, seek support and clarification from DAIS Advocates.
- Communicate with the PCYA Coordinator on a regular basis by notes, by email, or in person. Report on how shifts are going and if any problems arise. Share suggestions for improvements on service delivery or on the care and retention of volunteers and staff.

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- Perform other duties as assigned.

DAIS' RESPONSIBILITIES TO KIDS' SPACE CLEANING CREW VOLUNTEERS:

- Train volunteers in the skills necessary to effectively cover the responsibilities of a Kids' Space Cleaning Crew volunteer.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide documentation of volunteer hours for employment and education purposes.
- Provide reference letters as requested after six months of volunteer service (if applicable). Letters will be based on the PCYA Coordinators knowledge and experience of the volunteer's work and documentation maintained in the volunteer's file.

QUALIFICATIONS:

- Must be at least 18 years of age.
- The ability to move, carry, and lift supplies weighing up to 20 pounds unassisted.
- The ability to follow directions and use cleaning supplies and equipment safely.
- Must demonstrate informed sensitivity to the issues and experiences of victims of domestic abuse and intimate partner violence and their children.
- Can work effectively with diverse populations.
- An ability to maintain strict confidentiality.
- An ability to work effectively with individuals from diverse backgrounds and lived experiences.
- Must successfully undergo a comprehensive criminal history background check that includes fingerprint requirements.
- Bilingual individuals are encouraged to apply.

TIME COMMITMENT:

- DAIS dedicates a considerable amount of time and resources toward the training and onboarding of all volunteers and therefore is seeking individuals willing to commit to volunteering for at least one 1.5-hour shift per week for a minimum of 12 months. Kids' Space Cleaning Crew volunteer shifts are available from 8 am to 6 pm weekdays and 8 am to 8 pm on weekends.

TRAINING:

- Essential Training.
- Program Specific Training.