



HOUSE OF RUTH MARYLAND

SUMMARY OF VOLUNTEER JOB DESCRIPTIONS

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Requirements for all House Of Ruth Maryland Volunteer programs

- Must be 18 years or older for all programs except Childcare. Childcare volunteers can be 16.
- Fingerprinting and criminal background checks are required for all volunteers working with children at the House Of Ruth Maryland.
- Responsible – Reference Check may be required.
- Minimum 6 month commitment, 1 year commitment for Hotline volunteers
- Commitment of at least 8 hours a month.
- Commitment to serving the community and victims of domestic violence
- Sensitivity to issues of domestic violence.
- Successful completion of orientations and trainings required for program. Some programs require training on an individual basis, some require group trainings. Understand that completion of these trainings is necessary before you may volunteer in a specific program and that trainings may not be immediately available.
- Volunteers working directly with our clients will be placed where deemed most appropriate by House Of Ruth Maryland staff, due to the sensitivity of our at-risk clientele.



Job Title B-More Bags Assistant

Fashioned primarily out of donated fabric and adornments, **B-More Bags** are a symbol of the care and nurturing that we, at the House Of Ruth Maryland, provide to the many victims and survivors of domestic violence who turn to us each year. They are produced entirely by volunteers. Our workshop, like sewing circles and quilting bees, is a place where people come together and share -- creativity, friendship and the joy of community service -- all in one small room.

100% of the proceeds from sales of **B-More Bags** go to support the House Of Ruth Maryland's programs and services for victims of domestic violence. When you purchase a **B-More Bag**, not only are you getting a fabulous fashion accessory, you are supporting battered women and their children. The revenue generated from sales of **B-More Bags** represents a small, but important, step toward reducing our dependence on public funds and grants.

Job Responsibilities

The B-More Bag project is in need of volunteers that are able to sew.

Hours

Workshop sessions are generally scheduled one evening a week (Tuesday, Wednesday, and/or Thursday), 5-8pm; occasional Saturday sessions are from roughly 11:30am-2:30pm. You do not need to come to each session.



Job Title: Clothes Closet Personal Shopper

The Clothes Closet, opened in September 2010, is a lovely environment in the House Of Ruth's Emergency Shelter where clothing is made available to women who are receiving services from the House Of Ruth Maryland, including but not limited to women residing in shelter. The Clothes Closet is staffed entirely by volunteers who provide clients with a "personalized shopping" experience.

Job Responsibilities

In addition to assisting clients find clothing that fits and looks good, volunteers keep the Clothes Closet organized and stocked with clothing, plan and staff special activities and events, and create a calm and welcoming environment for clients.

Time Commitment: Looking for volunteers who can commit to a regular, 3-4 hour shift, a minimum of twice a month

Candidate Requirements: Ability to work with individuals from various backgrounds a must.



Job Title: Ruth's Closet Associate

Volunteers who become Ruth's Closet Associates will be involved in every aspect of the operation of Ruth's Closet, including the retail store, donations receiving and management, and the stock room operation where donation sorting and preparation of items for retail sale will take place.

Job Responsibilities

- Retail sales assistance to customers.
- Stock room operation.
- Moving bags and boxes of donations from donors' cars into the shop.
- Transportation assistance, including transfer of donations between locations.
- Set up/take down merchandise displays.
- Create, plan, and implement promotional and sales events.
- Make minor repairs on quality garments needing buttons, seam repair, etc.

Time Commitment: Commit to a minimum of 8 hours/month in the retail and/or stock room operation.

Candidate Requirements: Must be willing to work as part of a team, engaging personality, takes initiative. Must provide your own transportation



Job Title: Arts/Advocacy Program - Assistant/Coordinator

The arts programs at the House Of Ruth Maryland facilitate workshops that help spread awareness about domestic violence while providing survivors a space to heal through art making. Opportunities include:

ARTS/ADVOCACY

The Art/Advocacy projects are designed by shelter residents and created for public exhibition: Materials include but are not limited to painting, printmaking, jewelry-making, found objects. Residents will dictate the DV related subject matter of the art made. Art experience is not required, but a creative and open spirit is.

Hours: Wednesdays, 3:30-5:00 pm and 7:00-8:00 pm, Thursdays, 4:00-4:30 pm

Saturday Open Studio This is a chance for residents to make art freely and use the supplies in the room, including sewing machines, patterns and materials, as well as other art supplies. We are also looking to create art-filled events during these times. These might include holiday themed workshops/activities or skill-building workshops for youth and adults. This is a chance for you to bring your talents and skills to the shelter. Particularly, we are looking for people with skills in sewing, pattern-making knitting, embroidery and jewelry-making. Volunteers are needed to help facilitate these activities and plan future sessions. Experience working with one or more of these materials is preferred but not necessary.

Hours: 2 Saturdays per month, TBD monthly, 1-4 pm

Job Responsibilities

We need volunteers to help organize and conduct workshops, assist participants, and facilitate a productive environment. Prior experience is welcome but not required.



Volunteer Job Description

Job Title Child Care Assistant

Department Weinberg Child Development Center

Job Responsibilities

- Assist Lead Teacher in the Developmental Preschool Program, assist our after school teacher with activities or work with infants and toddlers.
- Sort children's donations.
- Implement a small-group instruction class in an area that interests you, for example, art, music, knitting or a sport.
- Provide quality childcare services to children ranging from infants to teenagers.
- Supervise structured and unstructured activities with children
- Some opportunity to supervise field trips or special events
- Some light paperwork
- Other duties as assigned

Hours

One 3 or 4 hour shift per week on a weekday.
Monday – Thursday hours: 7:30 am – 9 pm
Friday hours: 7:30 am – 6 pm

****Requires a criminal background check. For Children's Program volunteers, fee can be reimbursed after 60 hours of service.****



HOUSE OF RUTH MARYLAND

Department Weinberg Center (page 1 of 2)

Weinberg Center Volunteers work in our shelter for battered women and their children.
Opportunities available include (2 pages):

DONATION ASSISTANT

- Assist with donations of toys and clothes (including inventory, sorting, laundry moving, organizing, and stacking donations)

Hours: Weekdays and weekends between 9 am and 9 pm.

FOOD SERVER/KITCHEN ASSISTANT

- Help set-up, serve meals and break down kitchen for lunch and dinner

Hours: Weekends and weekdays between noon – 2 pm and 5 pm – 7 pm.

COMPUTER LAB

- Help shelter residents work on resumes, cover letters or learning basic computer programs, e.g. Microsoft Word
- Must be comfortable with basic computer skills

Hours: Weekends and weekdays

THE MWENZAKE PROJECT

- Teach/assist women with learning life skills for job readiness and independence. Experience within area of interest is not required but preferred.

Workshops:

Money Management

Mock Interviews

Time Management

Networking

Management/Leadership

Sign Language

Dance

Basic Spanish Creative Writing

Resume/Cover Letter Writing

Goal Setting

Public Speaking/Presentation

Organizing

Table Etiquette

Hours: Weekends and weekdays

FLUENT SPANISH SPEAKING VOLUNTEERS

- host life skills workshops to prepare our Spanish speaking residents for independence and employment.

Hours: Weekends and weekdays

Job Title Operations Assistant (page 2 of 2)

Department Weinberg Center (page 2 of 2)

ACTIVITIES INSTRUCTOR/ASSISTANT

- Plan, lead, and assist in fun, creative and/or educational activities. Experience within area of interest is not required but preferred. Weekly activities would include movie night, game night etc.

Hours: Weekends and weekdays

FAMILY HOUR FACILITATOR

- Host a family hour activity for women and children. The facilitator will host the activity regularly and maintain the audience's interest in the family hour activity.

Hours: Evenings and weekends

SPECIAL EVENTS COMMITTEE

- Plan and organize special events for women and children. Special events include; pizza party, talent show, ice cream party, job fair, etc.

Hours: Weekends and weekdays

GAME ROOM MONITOR

- Monitor the game room space for children in Shelter.
- Make sure all games are being used properly
- Make sure that all children are following the rules of games.

Hours: Weekends and weekdays



Department Gateway Project (page 1 of 2)

Job Title Victim Contact

Job Responsibilities

Call victims of Gateway Project's program participants to inform of House Of Ruth services, conduct risk assessment and do safety planning. (This is NOT a counseling position)

Time Commitment

Monday through Thursday: One 3 to 4 hour shift twice per month (preferably) in the evening.

Training

Requires approximately 10 hours of training before able to make calls independently.

Candidate Requirements

Must be able to listen objectively and take good notes.
To ensure victim safety, only women are accepted for this position.

Job Title Administrative Assistant

Job Responsibilities

Answer phone calls in Gateway Project (predominantly talking with men court ordered to attend Gateway Project), enter information into database, and distribute participant status letters and other clerical duties as assigned.

Time Commitment

Monday through Thursday: One two to four hour shift twice per month.

Candidate Requirements

Good organizational skills, literacy requirement

Department Gateway Project (page 2 of 2)

Job Title Intake Worker

Job Responsibilities

Conduct one-on-one interviews with men applying to the Gateway Project; most of whom are court-ordered based on an assault conviction. Complete a written assessment of each applicant interviewed.

Time Commitment

Two 3 to 4 hour shifts a month available during the day or evening

Candidate Requirements

Must be able to be assertive with applicants and have good listening and note taking skills. Interviewing experience is a plus but not required. Dependability is a MUST for scheduling purposes. **** Requires at least 2 years toward a human service degree****



Position Title Legal Advocate

Department Legal Clinic

Volunteer Advocates work at various House Of Ruth Maryland legal offices (Baltimore and Prince George's County) and Upper Marlboro, Baltimore City, Hyattsville, and Montgomery County walk-in clinics or courthouse offices

Job Responsibilities

- Participate in client intake interviews in person or by telephone
- Provide legal information and referrals to victims of domestic violence
- Assist attorney in preparing cases for trial (e.g. subpoenaing documents/witnesses, drafting motions and letters, and research)
- Accompany staff attorneys to court to inform potential clients of House Of Ruth Maryland services
- Accompany a domestic violence client to criminal or civil proceedings involving or related to domestic violence

Hours

Weekdays ONLY. Shifts can be arranged between 8:30 am and 4:30 pm.

Candidate Requirements

Strong computer skills

Must be able to work in fast paced environment

Sensitivity to domestic violence issues

Training is done on an individual basis with the Legal Clinic Staff Advocate and/or attorneys.