

HEARTH
Volunteer Position Description

Title: Move-Out Mentor

Objective: To assist Program Participants in preparing to move out of Benedictine Place and in transitioning to a new home.

Major Responsibilities:

1. Contact and meet with program participant initially to assess her needs then regularly thereafter to complete necessary tasks.
2. Assist with securing boxes and other packing supplies.
3. Advise on what can be packed at various stages prior to the move.
4. Model how to pack, label, and store boxes.
5. Monitor the program participant's progress in completing the tasks on the Exit Planning Form and Apartment Cleaning Checklist, which are provided to her by the Volunteer Manager.
6. Assist in making transportation arrangements for the move, possibly offering to transport items yourself *if willing*. HEARTH's caravan is available for volunteers to use.
7. Communicate regularly with HEARTH Volunteer Manager as to how things are progressing so that we may provide any assistance.
8. Submit monthly mileage to VM if wishing to be reimbursed for using your own vehicle (reimbursed in accordance with standard government travel regulations).
9. Maintain the confidentiality of the residents and former residents of Benedictine Place.

Qualifications:

1. Clear criminal record check
2. Clear child abuse history
3. At least 25 years old
4. Have the ability to lift and carry boxes
5. Dependable, responsible, and mature
6. Consistent and punctual
7. Good "people" skills
8. Valid driver's license, excellent driving record, and proof of car insurance, if going to drive program participants in own car

Training:

1. Interview with Volunteer Manager (VM) and general orientation to HEARTH and the Benedictine Place program (half-hour to an hour).
2. Orientation to position (one hour).

Time

Commitment: Varies by number of women moving out and how much assistance they require.

Supervision: General supervision by the HEARTH Volunteer Manager (VM).

Evaluation: Volunteers will be evaluated yearly.

To volunteer, contact:

Victoria Gill
HEARTH Communications & Community Outreach Manager
412-939-2302 ext. 22
vlgill@hearth-bp.org

Volunteer's Signature

Date