

Volunteer Positions

Volunteer Coordinator:

- Responsible for recruiting volunteers
- Complete necessary reference and background checks
- Schedule training
- Train new volunteers
- Schedule new volunteer interviews with Executive Director
- Provide follow up training for current volunteers as needed
- Maintain volunteer data base for personal contact including name, address, phone, and email. Manage the contact list.
- Responsible for volunteer assistance at all special events
- Responsible for the volunteers who assist with daily operations of GCKH
 - Reception, administrative, House, crafts, DCF, LSF, etc.
- Maintain contact with volunteers through regular emails
- Compile quarterly volunteer hours
- Assist staff and volunteer leaders with volunteer assistance as requested
- Recommend & assist with volunteer recognition events

Reception Desk & Area:

- 4 hour shift 8:30 -12:30 or 12:30 to 4:30 Monday -Friday
- Answer phones and direct calls
- Greet guests and assist with appointments
- Log In Donations
- Watch children, play, read, color, etc
- Assist with administrative duties as assigned
- We also need individuals who will be available to fill in during vacations, illness, etc.

In House Volunteers:

- Help with day to day activities to keep the House running
- Cleaning/Sanitizing toys
- Sorting donations
- Preparing packets for upcoming meetings
- Washing clothes for Jane's Closet
- Maintaining the kitchen area
- Others duties as needed

Grant Writer/Program Development:

An all important task for all nonprofits is ensuring that operational and program funds are plentiful.

- Assist the executive director with locating, writing and submitting grants to local and national foundations.
- Requires writing

Clothing Donation Maintenance/Jane's Closet:

Jane's Closet is a room filled with bins of clothing and necessities that are used by the investigators when they remove children from their homes or when children's clothing must be kept for evidence. We also fill the immediate needs for the clients that we serve.

Coordinator: Weekly commitment of 3 – 5 hours

- Maintains contact with GCKH Family Advocate to determine closet needs
- Inventory the room and keep it clean
- Contacts closet volunteers as needed to ensure closet is maintained
- Schedule and conduct bi-monthly closet volunteer work sessions at Gulf Coast Kid's House to bag and label clothing

Volunteers: Bi-Weekly commitment of 3 – 5 hours

- Collect items that have come into Gulf Coast Kid's House
- Wash, dry, fold & sort good used clothes, throw away all remaining
- Organize and package donations
- Solicit organizations and clubs that are interested in donating specific items; for example, gift cards, diapers, bags filled with hygiene items, etc.

Child Abuse Prevention Education Programs Facilitator:

GCKH has adopted 3 programs designed to educate the community about child abuse. Those programs are described below. We need volunteers to assist as facilitators with each of these programs.

Safety N.E.T. Kids®: An overall personal safety program for children. This DVD based program is designed to teach a child how to avoid abductions, proper and improper touching, latchkey kids and passwords between parent and child to ensure child is safe. We need volunteers to commit to ongoing participation as facilitators in our schools and community.

Stewards of Children®: An adult education programs which teaches adults about childhood sexual abuse and how to respond responsibly to a child who discloses abuse. Volunteers need to commit to ongoing participation as facilitators for the Stewards of Children program.

Circle of Parents®: A peer support group that allows parents to discuss the challenges of parenting. Realizing that sometimes good parents do bad things during periods of great frustration, a parenting networking concept, "Circle of Parents"® was adopted to assist parents with basic parenting education and networking. We have recently partnered with Lakeview parenting classes to provide follow-on opportunities with parents graduating their parenting training through the Circle of Parents. We need facilitators to set up Circles in schools and neighborhoods.

Administrative Support and Data Entry:

- Work with the Family Advocate to provide data entry for client data base.
- Work with the office manager to provide data entry for the donor data base.
- Help collate & prepare for major direct mailing projects.
- Provide administrative support to partner agencies.
- Assist the volunteer coordinator with their duties.

Newsletter Editor:

This is an important community awareness quarterly publication which goes out to 2000 plus community members.

- You will have creative flexibility to develop and publish the quarterly Gulf Coast Kid's House newsletter.
- Staff assists with articles.
- GCKH utilizes Constant Contact email marketing

Historian:

It is important for our House to keep a record of our progress by saving articles from media, photos from fundraising events and projects that are being completed.

- Maintain the GCKH Scrapbook

Gulf Coast Kid's House Kids' Pins & Crafts:

GCKH Kid Pins are made using polymer clay, once the clay is dry their clothing and faces are painted and magnets attached. Each GCKH Kid Pin is attached to a card that tells the story of a child who has come in for services. The GCKH Kids are used as favors at our annual "Breaking the Silence" event and at various other events throughout the year. Tile painting is another craft that is facilitated at many Outreach events. Tiles are painted by kids & used in our tile wall mosaics.

- Prepare & paint Kid Pins
- Prep tiles for events and finish preparing tiles after events

Cookies & Food Provision:

- Provide sweets for various events & staff well-being
- Assist with prepping for House luncheons

Social Media Networking:

Social media has become a vital part of how we interact with our community.

- Updating/populating our various media sites

Holiday Décor:

Assist with decorating the House @ various times of the year.

DCF On-Call Volunteers:

The Department of Children and Families investigation team is responsible for investigating child abuse cases in our area and also is responsible for removing children from harm and placing them in a safe environment. As you know, child abuse does not always occur Monday - Friday from 8a-5p. When a child is removed from their home, the DCF investigator must bring that child back to GCKH and find safe placement within 4 hours. These calls often happen in the evening and the investigator is forced to try to complete complex paperwork while trying to care for the child. Volunteers for this position would be providing a great service to GCKH and to these kids.

- You need to live close to GCKH
- Be willing to be placed on an "on-call" list, with other volunteers
- Come to GCKH when called & care for the child while placement is found.
- Duties could include anything from bathing the child, feeding the child, entertaining/calming the child, going to the safe place with the child (or after the child has been brought there to bring any necessary care items).

Building Maintenance:

- Maintain the interior and exterior of the building
- Paint touch up
- Pressure wash
- Awning maintenance
- Grounds maintenance - Catherine's Garden and flower beds - Along the north side of the building, behind an 8-foot wall, is a beautiful, whimsical garden, where a child can go to relax and play. Volunteers are needed to take on the upkeep of this project. A few hours a month is all that is needed.

Fundraising/Special Events:

Volunteers serve in a variety of ways at our fundraisers and special events. Our fundraisers include:

- **GCKH Fundraisers:** Chocolate Fest & the Ask Event
- **Third Party Fundraisers:** Cordova Rotary Clydesdales Event, Gulf Power Bowling Tournament, PYP Golf Tournament, Panhandle Charitable Open Golf Tournament, PAR Golf Tournament, Lads & Lassies Bag Sale & East Hill Music Fest

Special Projects:

Volunteers who are willing to go the “extra mile” can serve as member of a committee for special events. We currently have 5 events that we wish to have a volunteer chair and develop a volunteer team to help with the committee.

Child Abuse Prevention Month:

April is our Birthday and Child Abuse Prevention Month. GCKH coordinates various events that take place during April, many involving the other agencies that also work with child abuse victims. We need several volunteers to serve on the committee and assist during this month.

Public Relations:

The Public Relations Committee develops and assists in the implementation of a marketing plan to centralize and unify all efforts to promote GCKH, its services and its prevention efforts.

- Actively identify publicity opportunities for GCKH
- Consult in developing, updating and monitoring a marketing plan to magnify the accomplishments of Gulf Coast Kid’s House
 - Develop key messages for GCKH audiences for dissemination to the Board of Directors, staff, partner agencies and volunteers
- Review printed materials for appropriateness of theme, messaging and audience.
- Determine annual operating budget needed for public relations and advertising
- Promote GCKH services to the community

Chocolate Fest:

Chocolate Fest is a chocolate lovers dream and brings in much needed operational funds for GCKH. In April, in the halls of Cordova Mall, chocolatiers bring their best chocolate treats to share with the community. Volunteers assist on committees, solicit the local restaurants for participation, organize and promote the event. The day of the event we need 70 plus volunteers to work alongside the restaurants in handing out their chocolate samples. This requires 4 - 6 hours participation.

Annual Breaking the Silence Event:

This is GCKH annual fundraising breakfast or luncheon. Our Breaking the Silence event is a one hour educational induction into GCKH and its important role to the abused children and their families. Table captains agree to assist in the event by hosting a table of 8 to10 of their friends. Table captains are trained and there is no cost to host the table. Yes, it is a fundraiser, but the “ask” is soft and we in no way pressure your friends. The event lasts for 1 hour and your friends will thank you for inviting them!

Kid's Christmas Party:

This 2 hour event is normally held the first Saturday in December. All children who have been clients of GCKH during the year, their siblings and family members are invited to attend. Santa and Mrs. Clause are always there for pictures, to talk with the children and give gifts. Numerous craft stations activities are provided as well as food for everyone.

Community Outreach Ambassadors/ Outreach Events:

It is vital that we spread the word about the benefits of the Gulf Coast Kid's House to our community.

- Volunteers are needed to provide assistance to the staff and/or attend in place of staff, at outreach events which occur throughout the community,
- Speak to large and small groups,
- Assist with or conduct monthly open house tours
- Represent the Gulf Coast Kid's House.
- Provide telephone contact with current donors and persons of interest

April

Festival on the Green – UWF
Business Exchange

May

Chalk It Up Festival Small

September

Angel Garden Art Show
Liberty Church Event

October

Latino Fest
Reimagine Brownsville
Head Start Event
Day of Caring

November

Adoption Walk
Pet Fest