

Volunteer Positions

Director of Volunteers: -

- Responsible for volunteer assistance at all special events
- Responsible for recruiting volunteers
- Train new volunteers
- Provide follow on training for current volunteers as needed
- Recommend and assist with volunteer recognition events
- Assist staff and volunteer leaders with volunteer assistance as requested

Volunteer Coordinator

- Responsible for the volunteers who assist with daily operations of GCKH
Reception, bulk mail, crafts, LSF, etc
- Maintain contact with volunteers
- Complete necessary reference and background checks
- Schedule training
- Compile quarterly volunteer hours
- Schedule interviews with Executive Director
- Assist with volunteer recognition events

Reception Desk -

Answer phones and direct calls

Greet guests and assist with appointments

Watch children, play, read, color, etc

Assist with administrative duties as assigned

Jane's Closet – Volunteers and Coordinator

This room is 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

1. Maintains contact with GCKH Case Manager to determine closet needs
2. Contacts closet volunteers as needed to ensure closet is maintained
3. Schedule and conduct quarterly closet volunteer work meeting at Gulf Coast Kid's House to bag and label clothing

Volunteers: Weekly commitment of 3 – 5 hours

1. Collect items that have come into Gulf Coast Kid's House
2. Wash, dry and fold good used clothes, throw away all remaining
3. Organize and package donations
4. Inventory the room and keep it clean
5. Solicit organizations and clubs that are interested in donating specific items; for example, gift cards, diapers, bags filled with hygiene items, etc.

Outreach Bureau -

It is vital that we spread the word about the benefits of the Gulf Coast Kid's House to our community. Therefore we would develop a volunteer base who are willing and able to provide assistance to the staff or attend in place of staff all outreach events which occur throughout the community, speak to large and small groups and represent Gulf Coast Kid's House. Provide telephone contact with current donors and persons of interest.

Information Management

Develop a volunteer base who are willing and able to provide data entry for client data base and volunteer data base. Assist with background checks and personal reference checks for new volunteers. Provide monthly, quarterly and annual volunteer hour statistics to the Director of Volunteers and Executive Director of GCKH. Maintain the GCKH historical file. Edit, prepare for mailing, and mail the GCKH newsletter. Develop a data base for personal contact including name, address, phone, and email. Manage the contact list.

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. We'd like to find a volunteer that could take on the upkeep of this project for a 12-month period. A few hours a month is all that is needed.

Prevention Programs Manager-

Provide outreach for the GCKH Prevention education program

- Develop contacts for educational programs

- Schedule presentations

- Liaise with Prevention Task Force Program Chairs

Prevention Programs Facilitator: GCKH has adopted 3 programs designed to educate the community about child abuse. Those programs are described below. We are looking for volunteers to assist with presentations of each of these programs.

“**Stewards of Children**®” was adopted to teach adults about childhood sexual abuse and how to respond responsibly to a child who discloses abuse. Volunteers were selected and trained as facilitators for the Stewards of Children program and it was rolled out to the community.

Circle of Parents®: 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.

Safety N.E.T Kids®: Focusing on children the CAP taskforce decided to begin with an overall personal safety program and adopted and trained volunteer facilitators in the “Safety NET Kid’s”® program.

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

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.

Historian

It is important for an organization like Gulf Coast Kid’s House to keep a record of our progress, by saving articles from the media, photos from fundraising events and projects that are being completed. We’d like to find a volunteer that could take this project on for a 12-month period. A scrape book is already in place, a few hours a month would be all that is needed.

Monday Evenings

On Monday evenings from 5:30 –7:00 Lutheran Services provides adult counseling sessions. Often the attendees need to bring their children with them because of lack of childcare. A volunteer is needed to help entertain these children. We need a person who is willing to make an ongoing commitment. A background check will need to be completed.

Special Projects:

Develop a volunteer base who are willing to go the “extra mile” a member of this committee will serve as chairman of a committee for special events. We currently have 6 events that we wish to have a volunteer chair and develop a volunteer team to help with the committee.

Gulf Coast Kid’s House Kids’ Pins – assist with this arts and crafts project, making and painting pins.

Healing Hearts Tours – Monthly, 2nd Thursday

Community outreach – various times and locations throughout the year

Child Abuse Prevention Task Force – call for details

Table Captain for the January Healing Hearts Luncheon – call for details

Children’s’ Champions – Monthly meetings beginning in November event held in April

Healing Hearts Luncheon - January

Children’s Champions – April event with monthly meetings leading up to the event

GCKH Birthday Party – April, 1st Monday

Child Abuse Prevention Efforts – April, first week
Chocolate Fest – May event with monthly meetings beginning in Jan
Kid’s Christmas Party – December, mid month
Donor Holiday Open House, Dec

Chocolate Fest

This annual event is a very fun fundraiser that takes place the first Saturday in May at Cordova Mall. We need committee members who will solicit the local restaurants for participation, organize and promote the event. The day of the event we need 70 volunteers to work alongside the restaurants in handing out their chocolate samples. This requires 4 - 6 hours participation. This is a great event for teens that need volunteer hours for graduation.

Cookin’ For Kids

Destined to become an annual event, Cookin’ for Kids is a fall Bar B Que festival where grill masters compete for first place. The event is open to professional and amateur grill masters; professional judges as well as ticket holders will vote for their favorite Bar B Que. Families are encouraged to attend as there will be numerous activities for children to compete in and prizes for everyone! Volunteers will serve on the committee to work on the event (numerous hours over several months) as well as assist in various areas the day of the event (4 – 6 hours on the day of the event)

Table Captains

Each year we hold a luncheon to educate our community about the Gulf Coast Kid’s House and it’s important role to the abused children and their families. We need table captains who are willing to invite 8 to 10 of their friends to this event. 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 be thanking you for inviting them!

Child Abuse Prevention Month - April

The Gulf Coast Kid’s House coordinates the various events that take place during this month, many involving the other agencies that also work with child abuse victims. We will need several volunteers to serve on the committee and assist during this month. This is a great event for teens that need volunteer hours for graduation.

Birthday Celebration – April

We officially started seeing children in April 2004. We will be having a party to celebrate our ongoing success.