



2019 SUMMER Opportunity

Dove Harbor Resident Volunteer

Position Summary:

This position exists to provide ministry to the families of Dove Harbor, specifically by providing childcare three evenings each week and on-call coverage one time monthly. This is a non-paid, summer live-in position. May-August commitment needed; specific date of start/end is negotiable.

Work Schedule:

- Provide childcare for children living at Dove Harbor during mandatory groups for the women. This includes Mondays, Tuesday, and Thursdays from 5:45-7:45pm.
- Cover the Resident Assistant On-Call schedule 1 week per month (schedule set with RA's and Program Manager). On-duty hours will be from 9pm to 6am. It is expected that the RV be available to the residents in the evening and weekends. On weekends the RV is on duty, clear communication with the residents is to be maintained regarding times away from the building and expected return.
- Attend Staff meeting every third Wednesday of the month, 1:00-2:30 pm, if other schedule commitments allow it.

Responsibilities:

- Documentation on each resident anything that is unusual, including arguments, late arrivals, drug screens, or something that raises concern or a praise, using the method of communication directed by the Program Director.
- It is expected that the RV model a healthy (not perfect) life style. To that end, boundaries need to be in place so that residents do not take up all of their time, and RV staff must be working on their own issues in order to be in honest relationship with all staff and residents.
- When covering the On-Call duties of the Resident Assistant, these duties include:
 - Confirm all doors in basement, unfinished area of building and administrative wing are locked.
 - Turn on the alarm system for the resident and administrative wings of the building. The alarm needs to be set from 11:00pm-6:00am for the week days. The weekend hours are Midnight-6:00am.
 - Communicate with staff about problem situations with residents, security, or building issues via phone, email or other method as assigned.
 - Confront disciplinary problems and notify staff in order to rectify the situation. (The Resident Volunteer will not be required to handle consequences for discipline situations; she will merely be responsible for confronting the situation, acquiring information, and reporting it to staff.)

- RV may attend in-services or other meetings that are provided on current topics relating to Dove Harbor or the social service community.

Staff Relationship:

- Reports to the Program Director. Will work with other staff as specific needs arise.

Other Requirements:

- Due to the position having the live-in component, applicants must be female.
- High school diploma or GED required.
- Ability to pass background check.
- Ability and desire to work with other staff members and volunteers as a unified team to serve the families at Dove Harbor.
- Communication is crucial; therefore, excellent communication skills are needed so that both verbal and written communications are clear and direct. This includes a competency with computer skills to allow for email communication, as well as other options via Google.
- Complete *Boundaries* (by John Townsend & Henry Cloud) Series prior to taking the position or within 30 days upon starting the position
- Knowledge and skills for managing and serving children of varied ages
- Desire to engage in active ministry to women and children in transitional shelter setting
- Social Service experience or experience with homelessness preferred.

Benefits:

Compensation for these duties is the shared (with 1-2 other RV's) room and bathroom, which the board estimates to be \$500.00 per month value. Includes: furnished bedroom & bathroom, laundry facilities, wireless internet, and utilities (heat, water, electricity).

Staff would support and cooperate with student efforts to gain school credit for this experience.

Interviews will begin as interested applicants apply. Deadline for applying is Friday, March 15, 2019. Position will be filled by Friday, March 29, 2019.

For more information about Dove Harbor, see website at www.doveharbor.org.

To apply for this position, please submit a resume and letter of interest to:

Attn: Program Director
 1400 Broadway
 Anderson, IN 46012

Fax: (765) 642-9466

Email: chorning@doveharbor.org