

## **Volunteer Facilitator Job Description**

### **Purpose of the Position:**

To create an environment of safety and healing for grieving children and teens through consistent and caring presence, the offering of structured and unstructured activities and the encouragement of group sharing.

### **Qualifications:**

1. Ability to commit to attending each Rick's Place session
2. Affinity for children/teens
3. Flexibility coupled with the agility to set boundaries/enforce group rules
4. Willingness to follow a child/teens lead or agenda
5. Consistent, caring, warm, approachable presence, with the ability to work on a feeling level around the issues of death, dying and bereavement
6. Team player

### **Scope of Work:**

1. Active participation in training and supervision meetings including the initial volunteer training, pre- and post- meetings and periodic volunteers meetings as scheduled
2. Planning and preparing for children's activities as agreed upon by the team of facilitators to which the volunteer is assigned. Responsibilities may include creating a group activity and/or gathering materials
3. Periodically leading a small group of children/teens in a planned activity, including helping to process the activity as desired
4. Helping one or more children/teens to work on whatever they need to work on through an activity, separate space away from the group or through simply being with them
5. Enforcing group rules both during small group time and during common group time
6. Welcoming/orienting new families and volunteers as needed
7. Supporting other volunteers through listening, encouragement, ideas, etc.
8. Helping with various tasks as assigned by the Program Coordinator or Director
9. Not to develop personal or intimate relationships with participants currently receiving services at Rick's Place