

Johnson County Human Services & Aging Volunteer Job Description

Multi-Service Center Volunteer

Position Summary

Provide assistance to Multi-Service Center to help meet the needs of low-income clients

Work Location

Blue Valley, De Soto, Gardner, North Central, or Spring Hill Multi-Service Center

Duties and Responsibilities

- ✓ Attend program orientation and training session
- ✓ Sign volunteer sign-in sheet to track hours
- ✓ Notify appropriate staff of cancellation or late arrival
- ✓ Inform Volunteer Coordinator of personal contact information updates, when appropriate
- ✓ Food pantry and clothing closet assistance: inspect and organize clothing, food, toys and miscellaneous items. Stock shelves, shop with clients, prepare grocery bags.
- ✓ Help with answering phones, filing, mailings, greeting and assisting clients.
- ✓ Donate gifts for children and teens for birthday gifts
- ✓ Help with annual back-to-school drive: collect and organize school supplies and backpacks, help with distribution.
- ✓ Sponsor a family for the Holidays.
- ✓ Organize Holiday gift and food donations, help with distribution.
- ✓ Help with Last Minute Holiday Shop.
- ✓ Grocery shopper for food pantry items, as assigned by staff.
- ✓ Pick up and delivery of donated items, as assigned by staff.

Qualifications

- ✓ Age 12 – 15 with parent consent. 16+ to volunteer on own.
- ✓ Provide your own vehicle/transportation
- ✓ Provide valid driver's license and submit auto insurance, if appropriate
- ✓ Ability and willingness to support the mission of the organization
- ✓ Ability to work independently and follow directions as a team member
- ✓ Good work habits such as punctuality, dependability, honesty, open communication and ability to adapt to change
- ✓ Ability to relate to people; friendly, supportive and compassionate attitude
- ✓ Prefer volunteer have personal email account
- ✓ Open-minded and non-judgmental

Time Commitment

- ✓ Must volunteer once every ninety days to be considered an active volunteer, unless pre-arranged with Program Staff

Program Staff

Nan Frink, LMSW

Community Social Services Team Manager
7500 W. 149th Terr. #149
Overland Park, KS 66223
(913) 897-3991 / voice
nan.frink@jocogov.org

Jodi Hitchcock, LMSW

Community Social Services Manager
P.O. Box 551 / 32905 W. 84th St.
De Soto, KS 66018
(913) 583-1152 / voice
Jodi.hitchcock@jocogov.org

Linda Rogers

Community Social Services Manager
510 W. Main
Gardner, KS 66030
(913) 856-7405 / voice
linda.rogers@jocogov.org

Cindy Muehlberger

Community Social Services Manager
12425 W. 87th Street Parkway
Lenexa, KS 66215
(913) 715-6651 / voice
Cynthia.Muehlberger@jocogov.org

Stevie Morris, LSCSW

Community Social Services Manager
401 N. Madison
Spring Hill, KS 66083
(913) 592-2304 / voice
stevie.morris@jocogov.org

Responsibilities of Johnson County Human Services & Aging

- ✓ Orient and train volunteers
- ✓ Keep volunteers informed of program updates and changes
- ✓ Work with volunteers to coordinate time and schedule
- ✓ Manage program to optimize volunteer safety

Benefits

- ✓ Involvement in a volunteer activity that makes a positive impact on lives of individuals, their families and the community
- ✓ Personal satisfaction in helping HS/A clients continue independent living
- ✓ Develop friendships

Required Forms and Documentation

- ✓ Valid driver's license and current auto insurance annually, if appropriate
- ✓ Volunteer application
- ✓ Code of Ethics
- ✓ HIPAA Form
- ✓ Confidentiality
- ✓ Harassment Form

Volunteer Coordinator

Benita Webber

Volunteer Services Coordinator

913.715.8859

benita.webber@jocogov.org

This job description has been reviewed with me. My questions and concerns have been answered. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

Volunteer's Signature

Date

Volunteer Coordinator's Signature

Date