

Internship and Volunteer Opportunities

OFFICE OPPORTUNITIES

Office/Administration

Title: Office Support Volunteer

Purpose: The purpose of an Office Volunteer is help clients with the resources needed to make an effective decision.

Location: Office at 826 Memorial blvd.

Duties: Answering Phones, filing, assembling OP packets, data entry, copying documents/files, organizing donations/office supplies/cabinets, helping with upkeep of office.

Hours: Between 8:30-4:30 Monday through Friday.

Qualifications: Organizing, Prioritizing, Positive attitude, good interpersonal skills, caring and sensitive to needs of others.

Background check will be conducted

Tools Needed: Provided at office

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, computer systems.

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

Court advocacy

Title: Legal Volunteer

Purpose: To provide the court advocacy staff support with the needs court related issues for clients.

Location: Office and court

Duties: Assisting in court, answering client questions, assisting in court paper work, and any general court office work.

Hours: 8:30-4:30 Monday through Friday.

Qualifications: Positive attitude, good interpersonal skills, caring and sensitive to needs of others, experience with court/court related issues is good, but not required. Background check will be conducted

Tools Needed: Provided at office

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, legal assistance offered through our program, and court procedures.

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

Elder crime prevention

Title: Elderly Volunteer

Purpose: To assist elderly clients with basics needs.

Location: Office at 826 Memorial blvd.

Duties: Support elderly with personal planning, safety planning, rides to appointments, home visits, light housework, running supplies to home.

Hours: 8:30-4:30 Monday through Friday.

Qualifications: Positive attitude, good interpersonal skills, caring and sensitive to needs of others. Background check will be conducted

Tools Needed: Provided at office

Training: Over Domestic Violence and Sexual Assault

Other Requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting, reliable transportation.

SHELTER OPPORTUNITIES

Shelter Admin/donations

Title: Shelter Support Volunteer

Location: Office at 826 Memorial blvd.

Duties: Answering Phones, filing, assembling packets, data entry, copying documents/files, organizing supplies/cabinets, help to sort,

organize, and place donations in the proper place in the shelter, helping with upkeep of office.

Hours: Between 8:30-9:00 Monday through Friday.

Qualifications: Organizing, prioritizing, positive attitude, good interpersonal skills, caring and sensitive to needs of others.

Background check will be conducted

Tools Needed: Provided at office

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, computer systems.

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

Family and Children Volunteer

Title: Family and Children Volunteer

Purpose: Support family and children services by working with families and children in shelter.

Location: Office at 826 Memorial blvd.

Duties: Teach or help mothers and children with cooking, babysitting, homework, reading, social skills, computer skills, rides to appointments, and support group.

Hours: Between 8:30-10:00 Monday through Friday.

Qualifications: Positive attitude, good interpersonal skills, caring and sensitive to needs of others. Background check will be conducted

Tools Needed: Provided at office

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, computer systems. Background Check Conducted

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

Clothing Closet:

Title: Clothing Volunteer

Purpose: To provide clothing for the clients in shelter.

Location: Shelter

Duties: Organize clothes by size and type.

Qualifications: Organizational skills a plus, positive attitude, good interpersonal skills, sensitive to the needs of others. Background check will be conducted

Hours: Between 8:30-9:00 Monday through Friday.

Tools Needed: Provided

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, computer systems.

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

House Meeting:

Title: Children House Volunteer

Purpose: Providing a time for clients to address issues with shelter life, talk about these issues as a group, and for staff to go over house concerns/touch base with clients.

Location: Common area

Duties: Volunteers with children experience to help with homework, play with the children, and supervise kids during house meeting.

Qualifications: Great skills with children needed. Background check will be conducted

Hours: Tuesday 5:30 - 6:00

Tools Needed: Provided

Training: Over Domestic Violence and Sexual Assault, use of office equipment, telephone system, computer systems.

Other requirements: Must be 16 or older, no past history of abuse towards others, neat appearance, and able to do light lifting.

COMMUNITY OPPORTUNITIES

OUTREACH

Community outreach involves going into the community and setting up booths, giving presentations, and calling people for various events. For anyone who enjoys public speaking, this is a great opportunity. We have projects or events that pop up and emails are sent asking if anyone would like to come help out. There are some ongoing places we attend, that you can also sign up for.

- Tennessee Rehab Center (once a quarter)
- MTSU volunteer fair (once a semester)
- Health and Safety Fair (April)
- Draughon's Junior College Community Resource Fair (once a semester)
- Super Bowl Silent Auction Event (Feb.7)
- Tunnel of Love at MTSU (February)
- Client Christmas Celebration (December)
- Teen Dating Violence Presentations in community high schools

Crisis Team

Title: On-Call Volunteer

Purpose: The purpose of an On-call Volunteer is to answer calls from the community that pertain to Sexual Assault and our program services. This volunteer will help clients with the resources needed to make an effective decision.

Location: Calls come to your cell phone or house phone.

Duties: Assisting caller in identifying the specific problem, mobilize the caller's strengths and resources, and together develop a plan of action that the caller can accept

Qualifications: Being available during your chosen shift (7a-7p, 7p-7a), handling the calls with a gentle, but firm voice, understanding of crisis, and having empathy for others.

Hours: Am shift is 7 A.M.-7 P.M. and the night shift is 7 P.M. -7A.M.

Tools Needed: Provided at Training and staff is always available to help with tough questions

Training: Provided on a Saturday. Times can vary between the two trainings we offer.

Other requirements: Must be 18 or older, no past history of abuse towards others.

Hospital Accompaniment

Title: Hospital Accompaniment Volunteer

Purpose: The Purpose requires a trained volunteer to go to one of the hospitals (Middle Tennessee Medical Center in Murfreesboro, Stone Crest Medical Center in Smyrna, and Stones River Hospital in Woodbury) to be an advocate for the Sexual Assault victim.

Location: At a hospital

Duties: Assisting sexual assault victims in crisis by: providing support, care packages (includes a change of clothes and toiletries), information about program services and other community agencies.

Qualifications: Being available during your chosen shift (7a-7p, 7p-7a), handling the calls with a gentle, but firm voice, understanding of crisis, and having empathy for others.

Hours: Am shift is 7 A.M.-7 P.M. and the night shift is 7 P.M. -7A.M.

Tools Needed: Provided at the hospital.

Training: Provided on a Saturday. Times can vary between the two trainings we offer.

Other requirements: Must be 18 or older, no past history of abuse towards others.

GROUP PROJECTS

If you are interested in doing a large scale volunteer mission, we can accommodate such a project. We have many different options for you to give your time: adopting a safe shelter room, making a meal for the women, doing activities with the women and children, participating in community outreach events, donations, etc. These are just suggestions that we have for group projects. If your group wants to do a different event, that is perfectly acceptable.

INTERNSHIPS

Internships available.