



## Volunteer Program Job Description

**Job Title:** Cottage Mentor  
**Department:** Children's Residential Center  
**Reports To:** Volunteer Program Leader  
**FLSA Status:** Volunteer/Non-compensated

### PURPOSE & GOAL OF THE POSITION:

Cottage Mentors serve an invaluable role in the spiritual formation/ development of current CRC residents. These individual volunteers come to CCHO's campus and provide one of the following activities:

- Time of devotions
- Activities/ games
- Participating in a portion of cottage routine with residents

By providing one of the above opportunities this allows residents to experience the fellowship and care of individuals within the community of believers from around the area, providing the residents with continued exposure to the unconditional love of Christ.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

It is the responsibility of each volunteer to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each volunteer is responsible for dealing with others with a Christ-like attitude while helping them experience their worth in Christ and demonstrating behaviors reflecting CCHO's core values of Relentless Commitment, Selflessness and Kindness.

### ROLE:

- Leading/Facilitating one or more of the following:
  - Prepare a meal in the cottage with residents
  - Provide/ Participate in activities/ games to play with the residents
- Fellowship with residents
- Pray with residents if requested to do so

### PARTICIPATION REQUIREMENTS:

- Age 18 or older (must be roughly 3-5 years older than the residents they are working with)
- Completed Volunteer Application - Individual and Residential
- Individual must complete screening process (criminal background check [BCII])
- Any items discovered under OAC 5101:2-5-09 during an individuals' background check will render them ineligible for volunteer opportunities at CCHO
- Volunteer must complete informal interview with Volunteer Program Leader
- Individual will need to watch and take the Volunteer Training Video and Quiz
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- 3-4 days or more prior to service, Volunteer will provide Volunteer Program Leader with planned devotion material (if applicable) for review. Volunteer agrees to a short debrief with Volunteer Program Leader after visit.
- Follow procedures for tracking volunteer service hours
- Participate in Volunteer Program Surveys upon request
- Arrive 15-30 minutes prior to scheduled time of service and Volunteer Program Leader will review with individual CCHO expectations and explain campus occurrences such as, child being placed in a hold, running out of room, etc.
- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner

### DESIRABLE QUALITIES:

- Love for God and serving others
- Enjoys working with youth people; sense of humor
- Communicates well with young people
- Able to coordinate and facilitate games/activities/crafts

## **COTTAGE MENTOR JOB DESCRIPTION**

- Willing spirit and team player
- Flexible and committed
- Personal motivation to positively impact the lives of young people

### **TIME COMMITMENT:**

- Times may vary and can be worked out between the volunteer, Volunteer Program Leader and/or program staff.

### **APPLICATION & SCREENING PROCESS:**

- Completed Volunteer Application - Individual and Residential
- Interview with Volunteer Program Leader
- Criminal Background check (BCII). Charges which fall under the Ohio Revised Code will be considered on a case by case basis
- Volunteer must complete CCHO Volunteer Training Video and Quiz

### **TRAINING & SUPPORT:**

- Volunteer Program Leader or designated CCHO contact will provide on-site consultation when necessary
- CCHO may require Criminal Background (BCII and FBI) at any time throughout the Volunteer's service with CCHO

### **BENEFITS:**

- Personal fulfillment through contribution to community and individual
- Opportunity to use one's gifts and talents to share the love of Christ in a practical way
- Satisfaction in modeling hope and encouragement for a young person during formative years of development
- Chance for new experiences and meeting new people
- Enjoy being part of the network of care bringing hope and healing to hurting CRC residents
- Have a positive impact in the lives of abused and neglected children from all across Ohio
- Be part of a fun and rewarding experience!