



Volunteer Program Job Description

Job Title: Cottage Helper
Department: Children's Residential Center
Reports To: Spiritual Coordinator
FLSA Status: Volunteer/Non-compensated

PURPOSE & GOAL OF THE POSITION: A Cottage Helper is an essential support role in the function and programming of the Children's Residential Center (CRC). Cottage Helpers work in cooperation with the Cottage staff performing tasks to make daily programming run smoothly. Focus for Cottage Helpers is primarily on ensuring meals are prepared and cottage living areas are kept clean and safe. When the Cottages reflect a consistent, homelike atmosphere that meets the essential needs of the residents, it promotes their continued growth and progress in the program. Cottage Helpers may also have opportunities for personal interaction with the residents, helping to build positive relational connections.

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 for demonstrating behaviors reflecting CCHO's core values of Relentless Commitment, Selflessness, and Kindness.

ROLE:

- Prepare and cook meals for up to 10 residents and 4-5 staff
- Clean/Disinfect/Sanitize communal areas of the Cottage – kitchen, bathrooms, living rooms, hallways, stairwells, etc.
- Report any maintenance issues that are observed to Cottage Staff
- Set up any Staff requested Cottage or Group activities
- Assist Cottage Staff with any assigned tasks (e.g. kitchen organization, office clerical work, etc.)
- When all task-oriented duties are completed, interact with residents with Cottage Staff permission
- Resident interaction must follow all Policies and Compliance as outlined in the Volunteer Handbook
- Serve as a positive role model

PARTICIPATION REQUIREMENTS:

- Minimum 25 years old
- High School Diploma or GED
- Complete application and screening process (criminal background check [BCII and FBI] & reference checks)
- Any items discovered under OAC 5101:2-5-09 during an individuals' background check will render them ineligible for volunteer opportunities at CCHO
- Complete formal interview with Spiritual Coordinator
- Physical Fitness: able to lift, carry, walk, sit, push, pull and move continuously; able to carry 25-35 pounds
- Complete required CCHO Cottage Helper Volunteer Training
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Follow procedures for tracking volunteer service hours
- Participate in Volunteer Program Surveys (post-training and post-serving)
- Be dependable and consistent in meeting the time commitments
- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner

COTTAGE HELPER VOLUNTEER JOB DESCRIPTION

DESIRABLE QUALITIES:

- Good work ethic; disciplined
- Humility and a servant's heart
- Discretion and honesty
- Communicates well with others
- Able to work quickly and efficiently
- Reliable and responsible
- Detail-oriented and organized
- Confident and capable
- Able to work individually or as part of a team
- Understanding of health and safety regulations
- Listens and follows directions
- Willing and enthusiastic

TIME COMMITMENT:

- Work in Cottage(s) once a week or every other week for 1.5-3 hours at a time. If Cottage staff would like more assistance, and volunteer is willing, more days a week may be discussed.
- Cottage Helper(s) may come on campus Tuesday-Friday. During the day (while kids are at school) is preferable, evenings may be permitted after approval.
- Work with Spiritual Coordinator through phone contact, email and personal conferences when necessary

APPLICATION & SCREENING PROCESS:

- Formal interview with Spiritual Coordinator and other CCHO Staff (when available)
- Provide three references (non-relatives) [one must be pastor or church leader]
- Criminal Background (BCII and FBI), Registered Sex Offender Check and Child Abuse and Neglect Registry (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Complete CCHO Cottage Helper Volunteer Training

TRAINING & SUPPORT:

- Spiritual Coordinator or Supervisor on Duty will provide on-site consultation when necessary
- CCHO may require Criminal Background (BCII and FBI) at any time throughout the Cottage Helper's service with CCHO

BENEFITS:

- Personal fulfillment through contribution to community and individual
- Enjoy serving in a positive and supportive environment
- Satisfaction in being part of the network of care bringing hope and healing to hurting CRC residents
- Opportunity to serve and share from one's own life experience
- Satisfaction in modeling hope and encouragement for a young person during formative years of development
- Be part of a fun and rewarding experience!