



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Volunteer Job Descriptions

DIRECT SERVICES

- **Client Volunteer Advocates:** Volunteer advocates provide peer support, crisis intervention, and overall support to survivors. They accompany clients to court, attorney's offices and other appointments (opening bank accounts, riding the bus, going to the grocery store etc). They also can support basic needs related services including delivering groceries for clients, picking up diapers and distributing to clients, and/or delivering mails. The advocates provide childcare when the parent is attending meetings or support group.
- **Hospital Accompaniment Volunteer Advocate:** Volunteers will provide advocacy to survivors of sexual assault during the process of their medical exam. This includes meeting the survivor at the hospital or designated facility and providing support during and after the Sexual Assault Medical Exam.
- **Hotline/Resource Line Volunteer:** AFSSA operates a 24-hour hotline. AFSSA is looking for hotline volunteers to offer immediate and confidential crisis intervention, information, referrals, and problem-solving assistance to the caller. Since this is a 24/7 hotline, positions are available during evenings, nights and weekends.
- **Life Skills Volunteer:** Volunteers will attend and facilitate Life Skills workshops and drop-in sessions, working directly with attendees on topics such as job readiness, resume writing, computer literacy, budgeting and personal finances, amongst others. In addition to leading sessions, volunteers will provide childcare, assist the set up and tear down of sessions, and ultimately be responsible for creating a fun, safe, supportive environment for attendees. Volunteers are expected to be available for a minimum of two sessions per-month.

COMMUNITY EDUCATION & OUTREACH

- **Booth/Event Supervisor:** Supervise AFSSA Booths at various community events, including set up and breakdown at events, and provide information and handing out AFSSA Materials
- **Community Ambassadors/ Educators:** provide information on a variety of topics including domestic violence, special issues relating to the Asian population, why there is a need for AFSSA services, and various cultural competency related topics. Depending on level of experience and expertise, Ambassadors/educators would assist or supervise at presentations, community or youth groups, and other various community meetings.
- **Research Volunteers:** assist researching information to generate content or supply data for AFSSA related publication and projects.

People with excellent listening skills and/or counseling experience and the ability to dedicate at least a year to AFSSA are preferred for the above positions.

In order to be a Volunteer in the Direct Services or Community Education Program, participants should attend:

- AFSSA Volunteer Orientation
- Attend an interview with Program Staff
- Complete the 40 hour Core Advocate Training (via SAFE Alliance)
 - Hospital Accompaniment volunteers require an additional 20 hour training
- Direct Service or Community Education Orientation and Onboarding
- Pass a background check



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CLERICAL, FUNDRAISING AND EVENT DAY VOLUNTEERS

- **Clerical Volunteer:** Assist with data entry and other clerical duties such as filing and sorting. Scheduling options: The agency prefers volunteers who have regular availability during the work day (i.e, 2 hours/week at a set time). However, we also look for volunteers who are available to assist on specific projects.
- **Fundraising Committee Volunteers:** Serve on the fundraising committee and assist the Executive Director on fundraising projects such as the Thousand Cranes of Peace, Silk Road and other campaigns, events, and community collaborations. Experience with project planning, fund development, grant research and event planning is a plus. As a member of this committee you will be required to attend committee meetings, which occur twice a month typically.
- **Event Day Volunteers :** Assist in AFSSA fundraising events such as the Silk Road : An Asian Epicurean Journey and The Thousand Cranes of Peace

In order to be a clerical, fundraising, and/or event day volunteer, participants should attend:

- AFSSA Volunteer orientation
- Attend an interview with Program Staff
- Pass a background check

OTHER VOLUNTEERING OPPORTUNITIES

- **Board Members:** Provide governance over policies for the agency and expand community relationships. Board volunteers have to go through an extensive vetting process before being invited to join the board. If interested please contact Linda Phan at lphan@afssaustin.org.
- **Pro-bono professional volunteers:** Professionals such as doctors, attorneys, graphic designers, public relations professionals provide pro-bono professional assistance to AFSSA clients and the agency. Pro-bono volunteers are asked to work on discreet, short term projects.

All volunteers have to agree to a background check.

For more information please contact email volunteer@afssaustin.org or visit www.afssaustin.org.