

Volunteer Opportunities & Positions
Children's Advocacy Center
serving Bastrop, Lee & Fayette Counties

Family Greeter Volunteer

- Greet child victims and their families as they arrive for interview or therapy.
- Familiarize new families with the Center and help them understand paperwork, if necessary.
- Assist the therapist with supervision of the children in the waiting area (playroom) who are waiting for a therapy session.
- Offer snacks and drinks to the children after interview or therapy session.
- Help child select a stuffed animal from the Toy Closet and blanket/quilt.
- Straighten waiting area (playroom) in preparation for the next family.
- Help the therapist organize the play therapy room before and/or after sessions.
- Organize and maintain Toy Closet and blankets.
- Organize snacks and juices boxes in kitchen.
- Maintain literature, magazine, videos and resource material in waiting area.
- Do hands-on projects with the children. Organize and conduct age appropriate arts and crafts in the waiting area (playroom).
- Assist a child in tracing their hands on a sheet of paper for CAC and/or child to keep.
- Maintain seasonal decorations and bulletin board in waiting area.
- Work on child art work projects. Assist therapist and executive director in identifying artwork to be framed and given as gifts to donors in the community.

Must be at least 21 years old and additional training required.

Family Greeter Volunteers scheduled and supervised by Direct Service Staff and Therapist

Clerical & Office Support Volunteer

- Assist staff with daily clerical duties.
- Greet and meet CAC visitors and/or clients, answer telephone, takes messages, and route calls appropriately.
- Shred confidential documents, computer data/word processing, run CAC errands, watch children in waiting area while parents are in interview or with therapist.
- Receive, document and sort donations.
- Give resource referrals to community.
- Assemble Parent Packets (designated volunteer).
- Maintain Resource List for staff and community (designated volunteer)
- Review newspapers for related CAC articles (designated volunteer).

Scheduled shifts of 3 to 4 hours is most beneficial to Center however, on-call or as needed works well when Office Manager is absent or additional help is needed.

Clerical & Office Support Volunteer scheduled and supervised by Office Manager

Prevention and Outreach Volunteer

- Work with Outreach Coordinator and community volunteers to plan and execute public relations and awareness campaigns in each county; function as a county specific Support Team for CAC.
- Seek opportunities for CAC presentations and prevention trainings.
- Seek opportunities to engage community and support CAC programs and services.
- Represent the Center at health fairs and community events; distribute prevention and awareness material.

Prevention and Outreach Volunteer supervised by Outreach/Volunteer Coordinator

Family Follow Up Volunteer

- Make follow up phone calls to adult caregivers of children who have been interviewed at Center.
- Provide information and community resource referrals as needed.
- Provide emotional and non-judgmental support and encouragement.
- Fill out case notes and update case file and appropriate staff.

Must be at least 21 yrs old and additional training required. Excellent volunteer position for Student Interns.

Family Follow Up Volunteer scheduled and supervised by Therapist.

Case Tracking Volunteer

- Data entry of client files into a web-based case tracking system.
- Must be 21 years old. Flexible volunteer schedule during regular office hours.
Case Tracking Volunteer scheduled and supervised by Direct Service Staff

Fundraising Volunteer

- Work with a committee of CAC board members and/or community volunteers to plan and execute annual fundraising events - Cowboys and Caviar (March) and Cook-Off on the Colorado (October).
 - Each event requires committee work for auction donations, sponsorships, publicity, invitations, decorating, set-up and break-down.
 - Seek opportunities for smaller fundraising events and opportunities.
- Flexible volunteer work based on committee and event schedule.
Fundraising Volunteer supervised by Board Member, Committee Chair, and Executive Director

Special Events Volunteer

Holly Jolly Holiday Help

- Coordinate with staff regarding clients' holiday needs.
- Prepare form for family (children) wishes and family needs.
- Publicize program to community for adoption of families.
- Arrange for delivery and pick-up of presents.
- Coordinate with community to decorate Center for holiday season & open house
- Coordinate with community food/toy drives and holiday events
- Help with the acknowledgement and appreciation of donors.

April Child Abuse Prevention/Awareness Month

- Work with Outreach Coordinator and community volunteers to plan and execute awareness campaigns.
 - Plan and organize events for children, businesses and community at large to help promote awareness and prevention of abuse.
 - Prepare articles and PSAs for newspapers, flyers, and radio to publicize events
 - Target various sectors of community for awareness campaigns.
 - Work within one or several geographic areas of Bastrop, Fayette and Lee Counties.
 - Recruit and involve community in effort to wear and display blue ribbons.
 - Promote Blue Sunday to faith-based organizations and ministers.
 - Help coordinate smaller fundraising activities during month.
- Special Event Volunteers supervised by Outreach/Volunteer Coordinator

Breakfast & Lunch Club Volunteer

- Prepare breakfast for Child Protection Team meetings.
 - Bastrop CPT meets every other week; Fayette and Lee CPTs meet once monthly.
 - Prepare monthly lunch for SANE (Sexual Assault Nurse Examiners) meetings at Center.
 - Help with the preparation of meals or refreshments for trainings and small events.
- Breakfast & Lunch Club Volunteer coordinates meals with Direct Service Staff and Executive Director

House and Grounds Keeper Volunteer

- Help maintain flower beds, shrubbery and grounds at Center.
 - Plant and maintain seasonal plants and flowers in pots and beds.
 - Help with repairs (major and minor) to our Victorian-era main house and therapy house.
 - Help coordinate Volunteer Work Days at Center.
 - Great opportunity for Group & Corporate Volunteering projects.
- House and Grounds Keeper Volunteer work coordinated and supervised by Executive Director and Volunteer Coordinator.

Thank you for your interest in the Children's Advocacy Center's Volunteer Program.
For more information on volunteering please contact Julie Elliott at 512-321-6161

