**Volunteers Opportunities**

High School Ages and Above:

* **What SWMS CAC Staff will need from volunteer:**
  + Completed Volunteer Packet
  + Copy of driver’s license (if of age)
  + Copy of car insurance (if of age)
* **Tasks:**
  + Learn about and participate in educational programs
  + Participate/Assist in fundraisers
  + Assist Outreach Coordinator with Child Abuse Prevention Month activities
    - Packets/Bags for schools
    - “Pennies for Progress” jug drop off/pick up
    - Puppet show set up/take down
    - Pinwheel gardens
  + Assist at events
    - Give out brochures, pamphlets, etc.
    - Set up/take down displays
  + Assist with newsletters

College Age and Above: Including Internships

* **What SWMS CAC Staff will need from volunteer:**
  + Completed Volunteer Packet
  + Copy of driver’s license
  + Copy of car insurance
  + Completed background check and fingerprinting.
  + Interview with Clinical Supervisor and/or Executive Director
  + Signed confidentiality statement.
  + Days and time of the week available to work (recommended)
  + Attend Orientation to review policies and procedures.
  + Adhere to the SWMS CAC Volunteer Policies and Procedures
* **Tasks:**

Duties may include:

* All task listed above.
  + Assist with filing.
  + Assist with answering phones
  + Assist with follow-up phone calls for OMS surveys
  + Assist with supervising clients and families in waiting room areas
  + Follow-up/reminder calls for therapy appointments
  + Put together folders for clients.
  + Maintain time sheet for hours and detail of work completed.