**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.