

## **The WellHouse Volunteer Levels of Involvement**

### **Level 1**

*Examples: Group Participant, Office Volunteer, IT Support*

- Group activities and involvement:
- Required Level 2 training for group leader(s).
- No individual specialized training for all group members.
- Staff supervised at all times. Limited individual contact with residents.
- No time commitment requirements.
- Examples include: providing meals, game nights, workdays, some instruction from outside organization, directed facility and vehicle maintenance, office work.

### **Level 2**

*Examples: Group Instructor, Transportation Volunteer, Rescue Volunteer, House Sitter, Office Volunteer, IT Support*

- General and specialized training required.
- Preferred experience in a Level 1 volunteer role.
- Required staff proximity in most circumstances.
- Complete application, clear background check, and satisfactory references. Some job descriptions also require a spiritual giftedness inventory, skills assessment, survey and/or interview.
- Must be accessible by phone, email, or text.
- All consistent, regular volunteers must complete Level 2 training.
- Required 6 month time commitment.
- Required for all unsupervised activities.

### **Level 3**

*Examples: Resident Mentor, Bible Teacher, Certified Counselor, Therapist, Special Services Provider*

- Successful completion of all Level 1 and 2 requirements.
- On-going, specialized training may be required.
- Complete application, clear background check, satisfactory references, spiritual giftedness inventory, skills assessment, survey and/or interview.
- Independent access to residents.
- Experience and participation in Level 1 and Level 2 activities.
- Twelve month time commitment.
- Degree, experience, and/or proof of certification proving ability to volunteer in specialized area.

## **List of Job Descriptions**

**Group Participants**--Moderate need, projects as available.

**General Instructor**—Low to moderate need at this time.

**Transportation Volunteer**—EXTREMELY HIGH NEED, are greatest volunteer need.

**Rescue Volunteer**—Moderate need, seeking to develop a resource pool.

**House Sitter**—Moderate to high need for occasional coverage.

**Office Volunteer**—Low to moderate need at this time.

**IT Support**—High need, seeking a support team.

**Resident Mentor/Life Coach**—Moderate to high need, seeking to develop a mentor pool.

**Bible Study Teacher**—Low need at this time.

**Certified Counselor**—Low need at this time.

**Certified Therapist**—High need for experienced therapist in addressing trauma issues.

**Special Service Provider**—High need for medical and mental health providers.

**Maintenance Volunteer**—Moderate Need, seeking to develop updated resource pool.

## **The WellHouse Volunteer Job Description**

### **Group Participant**

#### **Level 1 Volunteer**

<b><u>Description:</u></b>	Provide meals for residents, host game nights at resident housing, participate in on-site workdays, some instructional opportunities, general maintenance of grounds, facilities, and vehicles.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse, basic training for group leader, liability/confidentiality release signed by each group member.
<b><u>Specialized Training:</u></b>	Required for group leader in most situations. Not required for all Level 1 group members.
<b><u>Level of Supervision:</u></b>	On-site staff supervision at all times.
<b><u>Level of Assessment:</u></b>	Group leaders are required to complete a background check. Other group volunteers may also be asked to complete a background check at the discretion of the group leader or WellHouse staff.
<b><u>Responsible To:</u></b>	On-site staff or staff designee.
<b><u>Length of Appointment:</u></b>	None.
<b><u>Time Commitment:</u></b>	Pending activity.
<b><u>Additional Requirements:</u></b>	None.

## **The WellHouse Volunteer Job Description**

**General Instructor**

**Level 2 Volunteer**

**(This excludes Bible and therapeutic instructors.)**

<b><u>Description:</u></b>	Jobs skills, life skills, art, fitness, cooking, etc.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Staff proximity; limited independent interaction with residents.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Resident Supervisor, Director of Operations.
<b><u>Length of Appointment:</u></b>	6 months or for the duration of the class being provided.
<b><u>Time Commitment:</u></b>	Typically 1-2 hours per week on-site plus any off-site preparation time.
<b><u>Additional Requirements:</u></b>	Expertise, skill, and experience in suggested area of instruction. Level 1 experience preferred.

## The WellHouse Volunteer Job Description

### Transportation Volunteer

#### Level 2 Volunteer

<u>Description:</u>	Transport residents in personal vehicle to <b>and</b> from medical appointments, court and law appointments, place of employment, etc.
<u>Training Requirements:</u>	General overview of The WellHouse.
<u>Specialized Training:</u>	Additional job specific training as necessary.
<u>Level of Supervision:</u>	Limited staff supervision. Primarily one-on-one interaction with residents.
<u>Level of Assessment:</u>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<u>Responsible To:</u>	Resident Supervisor, Director of Operations.
<u>Length of Appointment:</u>	6 months
<u>Time Commitment:</u>	Typically 1 day per week on-call with availability as needed. Most appointments are made with several days' notice given.
<u>Additional Requirements:</u>	Reliable transportation, current automotive insurance, fuel expense, satisfactory driving record, day-time availability. Level 1 experience preferred.

## **The WellHouse Volunteer Job Description**

### **Rescue Volunteer**

#### **Level 2 Volunteer**

<b><u>Description:</u></b>	Transport residents from the agreed upon pickup site to The WellHouse. Pickups are typically from the bus station, the airport, police stations, the Leeds office, etc.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Limited staff supervision. Primarily one-on-one interaction with residents.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Rescue Coordinator, Director of Operations.
<b><u>Length of Appointment:</u></b>	6 months
<b><u>Time Commitment:</u></b>	On-call per availability. Often short notice.
<b><u>Additional Requirements:</u></b>	Reliable transportation, current automotive insurance, fuel expense, satisfactory driving record, day-time availability, after-hours availability. Rescue volunteers are always sent in pairs. All male rescue volunteers must be accompanied by a female. Under no circumstances will a single male or two male volunteers be sent to pick up a resident. Level 1 experience preferred.

## **The WellHouse Volunteer Job Description**

### **House Sitter**

#### **Level 2 Volunteer**

<b><u>Description:</u></b>	In the absence of House Parents, house sitters will stay on campus with the residents. This may include daytime, evenings, overnight, or weekend supervision.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Limited staff supervision, high-level of independence to supervise residents and resolve any issues that may arise.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Resident Supervisor, Director of Operations.
<b><u>Length of Appointment:</u></b>	6 months
<b><u>Time Commitment:</u></b>	Varies based on the need- hourly, half-day, full day, overnight, and/or weekends.
<b><u>Additional Requirements:</u></b>	Must be able to work independently while supervising and directing residents. Level 1 experience preferred.

## **The WellHouse Volunteer Job Description**

### **Office Volunteer**

#### **Level 1 or 2 Volunteer**

*Level may vary depending on access to information and the nature of the work.*

<b><u>Description:</u></b>	Office work, clerical assistance, filing, organization, fundraising, event planning, writing thank you notes, etc.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Staff proximity. Minimum direct contact with residents.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Office Manager, Case Manager, Director of Operations.
<b><u>Length of Appointment:</u></b>	6 months
<b><u>Time Commitment:</u></b>	Half day to one day per week or as needed.
<b><u>Additional Requirements:</u></b>	Organized and proficient in basic clerical and office skills. Level 1 experience preferred.



## **The WellHouse Volunteer Job Description**

### **Business Consultant/Advisor**

#### **Level 1 or 2 Volunteer**

*Level may vary depending on access to information and the nature of the work.*

<b><u>Description:</u></b>	Assist with and advise on fundraising campaigns and development of revenue streams
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Staff proximity. Minimum direct contact with residents.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Office Manager, Case Manager, Development Director and/or Director of Operations.
<b><u>Length of Appointment:</u></b>	6 months
<b><u>Time Commitment:</u></b>	As needed.
<b><u>Additional Requirements:</u></b>	Effective business management skills.

## **The WellHouse Volunteer Job Description**

### **IT Support**

#### **Level 1 or 2 Volunteer**

*Level may vary depending on access to information and the nature of the work.*

<b><u>Description:</u></b>	Provide technical support for website maintenance, software updates, and general maintenance as needed.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	On-site staff supervision. Limited contact with residents.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release.
<b><u>Responsible To:</u></b>	Development Director, Office Manager.
<b><u>Length of Appointment:</u></b>	None
<b><u>Time Commitment:</u></b>	As needed.
<b><u>Additional Requirements:</u></b>	Background and experience in information technology.

## **The WellHouse Volunteer Job Description**

### **Resident Mentor**

#### **Level 3 Volunteer**

<b><u>Description:</u></b>	Serve as life coach and advisor as residents transition from short-term to long-term program. Continue on-going relationship with resident during their time at The WellHouse.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary. On-going training with mentor coordinator.
<b><u>Level of Supervision:</u></b>	Very limited staff supervision. Extensive one-on-one interaction with assigned resident is expected.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Residential Supervisor, Mentor Coordinator, Director of Operations.
<b><u>Length of Appointment:</u></b>	12 months. Length may vary depending on the amount of time the resident is in the program.
<b><u>Time Commitment:</u></b>	A minimum of two hours per week.
<b><u>Additional Requirements:</u></b>	Previous volunteer experience at The WellHouse in Level 1 and Level 2 roles preferred. Exceptional level of commitment, spiritual and social maturity, must possess discernment and wisdom. The staff of The WellHouse reserves the right to dissolve the mentor/mentee relationship if deemed necessary.

## **The WellHouse Volunteer Job Description**

**Bible Study Instructor/Teacher**  
**Level 3 Volunteer**

<u>Description:</u>	Lead independent or group instruction, Bible study leader.
<u>Training Requirements:</u>	General overview of The WellHouse.
<u>Specialized Training:</u>	Additional job specific training as necessary.
<u>Level of Supervision:</u>	Very limited staff supervision and/or staff proximity supervision. Possible opportunities for one-on-one interaction between teacher and resident.
<u>Level of Assessment:</u>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview supporting gift of teaching.
<u>Responsible To:</u>	Residential Supervisor, Director of Operations.
<u>Length of Appointment:</u>	12 months.
<u>Time Commitment:</u>	2 hours per week.
<u>Additional Requirements:</u>	Previous volunteer experience at The WellHouse in Level 1 and Level 2 roles preferred. Exceptional level of commitment, spiritual and social maturity, must possess discernment and wisdom. Must possess a Christian worldview, be Biblically literate, and adhere to The WellHouse belief statement. The staff of The WellHouse reserves the right to cancel a study if deemed necessary.

## **The WellHouse Volunteer Job Description**

### **Licensed Counselor**

#### **Level 3 Volunteer**

<b><u>Description:</u></b>	Counsel residents through substance abuse and trauma support.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse. Counselor certification and experience required.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Minimal staff supervision, probable opportunities for one-on-one interaction expected between counselor and resident.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Lead Counselor, Director of Operations.
<b><u>Length of Appointment:</u></b>	12 months.
<b><u>Time Commitment:</u></b>	2 hours per week.
<b><u>Additional Requirements:</u></b>	Previous volunteer experience at The WellHouse in Level 1 and Level 2 roles preferred. Exceptional level of commitment, spiritual and social maturity, must possess discernment and wisdom. Must possess a Christian worldview, be Biblically literate, and adhere to The WellHouse belief statement, certification and experience required. The staff of The WellHouse reserves the right to dissolve a counselor/resident relationship

## **The WellHouse Volunteer Job Description**

### **Licensed Therapist**

### **Level 3 Volunteer**

<b><u>Description:</u></b>	Serve as counselor assistant in substance abuse and trauma support.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse. Counselor certification and experience required.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Minimal staff supervision, probable opportunities for one-on-one interaction expected between counselor and resident.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Lead Counselor, Director of Operations.
<b><u>Length of Appointment:</u></b>	12 months.
<b><u>Time Commitment:</u></b>	2 hours per week.
<b><u>Additional Requirements:</u></b>	Previous volunteer experience at The WellHouse in Level 1 and Level 2 roles preferred. Exceptional level of commitment, spiritual and social maturity, must possess discernment and wisdom. Must possess a Christian worldview, be Biblically literate, and adhere to The WellHouse belief statement, certification and experience required. The staff of The WellHouse reserves the right to dissolve a counselor/resident relationship.

## **The WellHouse Volunteer Job Description**

### **Special Services Provider**

#### **Level 3 Volunteer**

<b><u>Description:</u></b>	Provide various professional services for residents such as medical, legal, and mental health assistance.
<b><u>Training Requirements:</u></b>	General overview of The WellHouse. Professional training, certification, and experience required.
<b><u>Specialized Training:</u></b>	Additional job specific training as necessary.
<b><u>Level of Supervision:</u></b>	Minimal staff supervision, probable opportunities for one-on-one interaction expected between counselor and resident.
<b><u>Level of Assessment:</u></b>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<b><u>Responsible To:</u></b>	Lead Counselor, Case Manager, Director of Operations.
<b><u>Length of Appointment:</u></b>	12 months.
<b><u>Time Commitment:</u></b>	2 hours per week.
<b><u>Additional Requirements:</u></b>	Previous volunteer experience at The WellHouse in Level 1 and Level 2 roles preferred. Exceptional level of commitment, spiritual and social maturity, must possess discernment and wisdom. Must possess a Christian worldview, be Biblically literate, and adhere to The WellHouse belief statement, certification and experience required. The staff of The WellHouse reserves the right to dissolve a professional services relationship at any time.

## **The WellHouse Volunteer Job Description**

### **Maintenance Volunteer**

#### **Level 1 or 2 Volunteer**

<u>Description:</u>	Provide assistance with auto maintenance, electrical, plumbing, construction, etc. needs.
<u>Training Requirements:</u>	General overview of The WellHouse. Professional training, certification, and experience required.
<u>Specialized Training:</u>	Additional job specific training as necessary.
<u>Level of Supervision:</u>	Staff supervised. Limited resident interaction.
<u>Level of Assessment:</u>	Complete volunteer application, ability to pass background check, three references, complete liability/confidentiality release, spiritual giftedness inventory, skills assessment, survey and/or interview.
<u>Responsible To:</u>	Director of Operations.
<u>Length of Appointment:</u>	6 months.
<u>Time Commitment:</u>	As needed.
<u>Additional Requirements:</u>	Experience in specific need area a necessity.



