



## **Volunteer Job Description**

**Title: RED Team Hero Helper(s)**

### **Key Responsibilities:**

*Weekly administrative support to Red Team case worker groups  
Communication weekly with staff who schedule times to work together with volunteer  
Tasks include the following but are not limited to: Paperwork, faxes, copies, gathering research and making packets, editing, typing, writing, data entry, records searches, phone calls  
Researching online for demographic information and key resources*

### **Qualifications:**

- *Friendly attitude*
- *Flexible and Open Minded*
- *Understanding*
- *Reliable*
- *Independent*
- *Computer Savvy, Office Equipment Skills*
- *Supportive*
- *Able to keep things in confidence*
- *Mature*
- *Dependable*

### **Training and Support:**

*You will get individual training from staff and lead volunteers, including help and support from the Volunteer Coordinator who will supervise Helper. The volunteers have multiple people in the office area who can assist with immediate questions.*

### **Time Commitment:**

*4 hours per week minimum, one or 2 days per week – (flexible M – F, 8 – 5)  
One year commitment from a local volunteer after training and screening time*

### **Initial Impact:**

*Overworked case workers will be able to spend more time on their specific tasks with families. Large documents that are needed for court or other procedures will be more organized and readily accessible by the case work staff with help from a volunteer who is able to work on things regularly so case workers can attend to the daily urgent needs that arise.*

### **Sustainable Outcome:**

*Families will receive more one-one support when case workers are not stuck in the office making multiple copies for complicated cases and getting bogged down with paperwork. Volunteer Hero Helpers will feel valued and productive, and will know they are truly making a difference to children in Larimer County.*