

**Position: Volunteer**

Organization: Sexual Assault Resource Center

Supervisor: Volunteer Coordinator

FTE: Varies, ranges from 6 to 16 hours/week; commitment of at least 6 months requested

Compensation and Benefits: None, other than those required by law



**About SARC**

The Sexual Assault Resource Center (SARC) of Washington County, whose mission is to promote social justice by ending sexual violence through advocacy, support and education, was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services to sexual assault survivors include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report; case management; and individual and group mental health services through SARC's Alder Program, which provides sound trauma-informed and evidence-based mental health services to adolescent and adult survivors of sexual assault in an effort to prevent, eliminate, or in some cases at least reduce the effects of common trauma responses including depression and PTSD.

**Essential Responsibilities of the Position:**

Volunteer positions at SARC may be customized depending on the interests and skills of the volunteer and the needs of the agency. The position will involve all duties described in Function 5, and the volunteer and the Volunteer Coordinator may determine together which of the other functions of the position will comprise the duties required for the volunteer.

• **Function 1: On-Call Advocacy**

- Support the agency's 24-hour crisis response protocol by being on-call for six-hour periods to respond to crisis calls and provide in-person crisis response if necessary during the on-call shift
- Stay within SARC's response radius (no more than 40 minutes from Providence St. Vincent Hospital on SW Barnes Road) during on-call periods
- Provide compassionate, respectful, trauma-informed support and services for survivors and community members at designated locations
- Provide relevant information, resources, and referrals to individuals as appropriate
- Maintain strong professional and personal boundaries
- Record and submit all data/information to the Crisis Intervention Program Manager at the end of every shift

- Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Program or Agency Director
- **Function 2: Client Records & General Agency Support**
  - Assist case managers and counselors by entering client data into records database
  - Maintain client files and information in accordance with agency policy
  - Update resource binders and referral documents with updated and accurate information about local resources
  - General office administrative tasks such as answering phones, filing, copying, file management, and data entry
- **Function 3: Latinx Program Support**
  - Translate client forms and notices from English to Spanish
  - Update resource binders and referral documents with updated and accurate information about local resources for Spanish-speaking clients
  - Support agency efforts in community outreach and education that promote program services, such as participation in educational workshops, seasonal community events, and networking or community events in the Latinx community
  - Engage with the Latinx community to provide education about SARC's mission, philosophy, and services
- **Function 4: Community Outreach**
  - Support agency efforts in community outreach and education that promote program services, such as workshops, seasonal community events, and networking events
  - Co-facilitate workshops and trainings
  - Assist in planning agency outreach events
  - Collaborate with community partners in planning and attending multi-agency events
  - Engage with the public to provide education about SARC's mission and services
- **Function 5: Administrative Duties**
  - Complete SARC's 50-hour advocacy training
  - Understand and follow SARC policies and procedures
  - Update and/or create program forms as needed
  - Maintain all program equipment and supplies
  - Keep regular time sheets and expense reports
  - Attend SARC volunteer meetings
  - Work collaboratively with SARC's staff, interns, and volunteers
  - Participate in regular supervision with the Volunteer Coordinator or a designated program manager

### **Qualifications of the Successful Applicant:**

- Candidates from historically marginalized backgrounds strongly encouraged to apply
- Candidates with fluency in Spanish, Mandarin, and/or Russian strongly encouraged to apply
- Only candidates 18 years old or older will be considered
- Knowledge, experience, and/or education in the anti-violence moment and in social work, public health, sociology, psychology, gender studies, community health, or related field
- Knowledge and/or experience in engaging youth in sexual assault prevention, anti-oppression efforts, comprehensive sex education and/or community health activities
- Experience and comfort working with diverse populations
- Ability to work with clients to explore all their available options and resources after clients experience sexual violence
- Previous volunteer, internship, or work experience with crisis centers or social service organizations
- Strong written and oral communication skills
- Self-direction/self-management skills; ability to work collaboratively and independently
- Organizational, analytical, and problem-solving skills
- Ability to successfully manage multiple projects at once
- Intermediate skills in the following computer software: Word, Excel, and Power Point
- Successful passage of a thorough criminal background check
- Valid driver's license and reliable transportation required for Function 1 and strongly recommended for Function 4

### **To Apply:**

Please email [volunteer@sarcoregon.org](mailto:volunteer@sarcoregon.org) for an application or more information.