

*“So I will restore to you the years that the swarming locust has eaten….You shall eat in plenty and be satisfied, and praise the name of the Lord your God, Who has dealt wondrously with you; And My people shall never be put to shame.”*

 *-Joel 2:25-26 NKJV*

**Volunteer Positions**

**On-site Positions:**

* **House Parents**
	+ Women or Married Couple
	+ Stay on-site.
	+ Care for the residences and provide direct care of concerns, needs, and emergencies.
	+ Provide correction in love to residence as needed.
* **Overnight Security**
	+ Be on-site and awake overnight to provide security and support.
	+ Monitor facility through both walking home and watching security cameras.
	+ Notify and meet authorities in event of emergency.
	+ Help the house parents enforce the rules of the home.
* **Daylight security**
	+ Monitor facility through both walking home and watching security cameras.
	+ Greet and screen visitors.
	+ Notify and meet authorities in event of emergency.
	+ Help the house parents enforce the rules of the home.
* **Office Administrator**
	+ Answer phones.
	+ Maintain schedule of rooms for counseling, tutoring, etc.
	+ Schedule intakes
	+ Create and print documents as needed.
* **Librarian**
	+ Create and maintain inventory.
	+ Manage the suitability of books as donated for residents.
	+ Create a check out and check in policy.
	+ Train and work with volunteers.
* **Community Outreach Facilitator**
	+ Develop relationship with community ministries, churches, civic organizations, social organizations, and businesses.
	+ Identify events Joel 2 Missions can participate in.
	+ Work with Fundraising Coordinator to plan participation.
	+ Identify ways for residents to serve in community.
* **Discipleship to Women**
	+ **Bible Teachers**
	+ **Mentors**
		- Spend time with moms one on one.
		- Be a friend who shares Jesus with them and listens to them.
		- Life to life discipleship
	+ **Life Skill Teachers**
		- Personal finances, job skills, parenting, cooking, cleaning, auto care, etc.
* **Ministry to children**
	+ **Homeschool Teachers/Tutors**
		- Assist mothers and students with PA Cyber School program.
	+ **Nursery/Daycare**
		- Care for children infant to pre-school age while parents are engaged in another aspect of the program as needed.
	+ **Mentors**
		- Spend time with school age children.
		- Be a friend who shares Jesus with them and listens to them.
* **Facilities**
	+ **Cleaning Supervisor**
		- Ensure cleaning is being done by residents.
		- Teach residents proper ways to clean and organize as needed.
		- Installing and removing decorations with residents.
		- Maintaining cleaning supplies closet with both organization and restocking.
	+ **Maintenance**
		- Minor repairs of facility
		- Organize larger repairs with contractors
		- Perform and schedule necessary upkeep on property and equipment.
	+ **Grounds Keeper**
		- Organize volunteers and residents to care for the property.
		- Mowing, weed eating, and tree trimming
		- Maintain cleanliness of the property.
		- Perform and schedule necessary upkeep on outside property and equipment including safety of the playground.
		- Winter Maintenance of property.

**Off-site positions:**

* **Fundraising Coordinator**
	+ Organize and execute two large fundraising events each year. One in October for Domestic Violence Awareness.
	+ Lead a team of volunteers.
* **Event Volunteer**
	+ Commit to helping Coordinator in planning and execute the event.
	+ Serve on the team as needed.
* **Seed Sowing Team**
	+ Represent Joel 2 Missions by going to churches, social groups, businesses and sharing a presentation of ministry.
	+ Set up a booth and answer questions about the ministry.
	+ Share needs of the ministry in materials, finances, and volunteers.
* **Grant Writers**
	+ Be able to find grants, write proposals, submit them in timely manner, and follow up on the program.
* **Media Coordinator**
	+ Manage and grow Joel 2 Missions Social media presence.
	+ Update and maintain website.