

Parents *by Choice*

Supervised Visitation Program

Front Desk Volunteer

Requirements:

- Complete Volunteer Application
- Complete Criminal Record Statement
- Confidentiality Agreement

Skills:

- Bilingual
- Effective Communication Both Oral & Written

Program Description:

Supervised Visitation Program helps families by providing a warm, welcoming and safe environment for families negotiating a difficult and/or transitional time. Sometimes a family situation requires visits with parents to be supervised. We also offer a neutral location for parents to exchange custody of their children.

Responsibilities:

As a Front Desk Volunteer, you will greet families as they enter our office and assist staff as needed. Our office is busy during the evenings. Many families in our Supervised Visitation Program have visits in the evenings and on Saturdays. Having a friendly face at the front desk to assist them while staff are ending or beginning a visit is beneficial to the program. Answer phone calls in a professional manner and take messages.

Shifts are available from 4:00 pm – 8:00 pm Monday thru Friday and Saturdays 8:00 am – 3:30 pm.