

Getting Ahead Program Volunteer Position/Job Descriptions

*Facilitator

Meal Helper

*Mentor

Gift Basket Assembler

*Child Care Helper

*Need application for fingerprinting and background check.

*You can find a list of **FREE** Virtus trainings being offered and register at www.virtus.org
(For information about time, date and location of trainings, click **"FIRST-TIME REGISTRANT"**,
"VIEW A LIST OF SESSIONS – THEN SELECT TRENTON NJ (DIOCESE)"To register, click
"BEGIN REGISTRATION" and follow the instructions.

Getting Ahead Program Volunteer Position/Job Descriptions

Job title	<i>Facilitator</i>
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Job purpose

The facilitator will work with under-resourced individuals to help them take charge of their lives and build resources for a better life and community. A facilitator will work in a team of 2, and help guide the investigators (participants) in the “Getting Ahead in a Just-Getting’-By World” (GA) Workshop program.

Duties and responsibilities

Attend and help facilitate all scheduled Getting Ahead Workshop sessions:

- Facilitate discussions, following workbook Modules each week.
- Help group of investigators determine if another week is needed on a specific Module.
- Understand the constructs of, and 11 resources in, the “Bridges out of Poverty” material.

Time Commitment:

- 3 hour sessions each week for 16-20 weeks.
- Preparation and set-up required prior to each session.
- Day and time of sessions are determined by consensus with investigators.

Qualifications and Training

Qualifications include:

- Communicates in a way that encourages participation and self- investigation.
- Works well in a group, and with a co-facilitator.
- Maintains an un-biased perspective while supporting investigators through workshop discovery.

Training:

- 6 hour Poverty Education Training.
- 6.5 hour Facilitator Education, in two 3 – 3.5 hour webinar sessions.

Working location/conditions

Location: GA Workshop location, TBD.

Physical requirements

- This job is not physically demanding.

Benefits to Volunteer

- Uses desire to help others to impact other human beings in a tangible, potentially permanent way.
- Use your communication skills, as well as your compassion, to help guide investigators and facilitate understanding / learning so that they may create their future story and build their needed resources in their journey out of poverty.

Getting Ahead Program Volunteer Position/Job Description

Job title	<i>Meal Helper</i>
Reports to	<i>Meal Coordinator</i>

Job purpose

The purpose of this position is to provide a balanced meal to feed body and soul of the “Getting Ahead” (GA) Workshop investigators, who create their path to a stable and fulfilling, happy life. The meals created, also provide a platform for community and fellowship. Your teamwork, with the rest of the Hope Takes Action members, provides support for courageous individuals as they progress through their journey out of poverty.

Duties and responsibilities

Make/Cook meal for 10-15 people:

- Help plan meal or obtain assignment from coordinator.
- Cook or assemble assigned portion of weekly meal.
- Place meal in portable containers to maintain heat/cold and bring to assigned “Getting Ahead” Workshop session.

Work with Meal Team to Set Up and Clean Up:

- Bring meal portion to GA Workshop session at designated time.
- Work with team to set up meal for investigators.
- Serve meal to investigators, with an open, caring, compassionate demeanor.
- Work with team to clean up after sharing of meal.

Time Commitment:

During the GA Workshop sessions for investigators:

- 1-2 hours, in your home, to prepare your assigned meal portion.
- 2 hours to set up, serve and clean up meal, on assigned week/day and time.
- Prefer a meal helper to commit to 1-4 weeks of the 16-20 week program, with “free” weeks in between (or more if desired).

Qualifications and Training

Qualifications include:

- Ability to cook/create meal portion assigned.
- Can communicate with unbiased compassion toward investigators.
- Work well in a team environment with a common goal.

Working locations / conditions

- Your home (to prepare your assigned meal portion).
- Getting Ahead Program location (to serve meal).

Physical requirements

This job is not physically demanding.

Benefit to the Volunteer

- Use your joy of cooking skills to impact another human being in a tangible, potentially permanent way.
- Increase your understanding of people in poverty, show support and compassion toward investigators, as they make their journey out of poverty.
- Contribute your talents and observe the “ripple effect” of your support spread!

Getting Ahead Program Volunteer Position/Job Description

Job title	<i>Mentor</i>
Reports to	<i>Currently Reports to Facilitator until New Positions Developed & Created</i>

Job purpose

The purpose of a Mentor is to form a trusting relationship with the “Getting Ahead” (GA) graduate, and assist and encourage that graduate to attain the future story that they have created for his/her path out of poverty. Mentors may work individually or in a team of two. Mentors will meet regularly with GA graduates to listen, ask questions, make suggestions, and provide information and/or direction to available resources; the goal is to provide the smoothest path possible for the graduate during their journey to a safe, healthy, and prosperous life.

Duties and responsibilities

Pre-requisites needed:

- Meet future graduates at one or more Social Events or Getting Ahead workshops.
- Understand the constructs of, and 11 resources in, the “Bridges out of Poverty” material.
- Must read and be familiar with the material in the “Getting Ahead in a Just-Getting’-By World” workbook.

Mentor the Graduate:

- Mutually pre-arrange meeting schedule with assigned graduate.
- Meet with and/or phone graduate minimum of 1.5 hours every 2 weeks.
- Provide non-judgmental empathy toward graduate as you support them through this difficult transition.
- Attend periodic Mentor Team meetings to discuss and share ideas, and advise progress and difficulties.

NOTE: The role of mentor is to be refined as the program expands. Mentors may be “generalists” and help a graduate in all areas. Some mentors may be specialists that could help many graduates in a specific area, such as budgeting, job searches or resume building. It appears that there is a need for both roles.

Time commitment:

Before and/or during the GA Workshop program:

- 6 hours of training (see training details below).
- 1-3 separate hours to meet graduates over the 16-20week GA Workshop duration.

After Investigator graduates from the GA Workshop Program:

- 1.5 hours every 2 weeks mentoring (exact time frame is worked out between the mentor and the mentee).
- Periodic mentor team meetings, length and frequency TBD.

Qualifications and Training

Qualifications include:

- Burning desire to help others.
- Exceptional listening skills.
- Can communicate well and provide unbiased compassion and support to the graduate.
- Give direction and suggestions without doing for the graduate what the graduate can do for themselves.
- Have a positive attitude, along with a friendly and outgoing personality.
- Must submit to, and pass, a background check.

Training:

- 3 VirtusTraining.
- 3 hour Mentor Training / Workshop.

Working location(s) / conditions

Locations:

- Training locations TBD.
- The Getting Ahead Workshop or other location TBD (to meet investigators).
- Mutually predetermined neutral location, determined by you and the graduate.

- Meetings can only take place in the graduates' homes if 2 mentors are present.
- From your home (in the case of phone communication with graduate).

Physical requirements

- This job is not physically demanding.

Benefits to the Volunteer

- Uses desire and joy of helping others to impact another human being in a tangible, potentially permanent way.
- Obtain a new understanding of people in poverty and support graduates with compassion as they make their way to a safe, healthy and prosperous life.
- Your contribution of time and moral support allows you to observe your "ripple effect," that has a positive change on another human being's life, and the life of their immediate family.

Getting Ahead Program Volunteer Position/Job Description

Job title	<i>Gift Assembler</i>
Reports to	<i>Gift Assembly Coordinator</i>

Job purpose

The purpose of this position is to provide assortments of necessities like toiletries, cleaning and paper products for the “Getting Ahead” (GA) Workshop investigators, who create their path to a stable and fulfilling, happy life. The gifts provided, also provides necessities not affordable to some program participants. Your teamwork, with the rest of the Hope Takes Action members, provides support for courageous individuals as they progress through their journey out of poverty.

Duties and responsibilities

Assemble small gifts of necessities for 6-12 people:

- Obtain assignment from coordinator.
- Assemble items in a visually pleasing way and bring to assigned “Getting Ahead” Workshop session.

Time Commitment:

During the GA Workshop sessions for investigators:

- 1-2 hours to shop.
- 1-2 hours in your home, to assemble.
- .5 – 1.0 hour to deliver items to workshop location or work with another partner to deliver.
- Prefer a gift assembler to commit to 1-4 weeks of the 16-20 week program, with “free” weeks in between (or more if desired).

Qualifications and Training

Qualifications include:

- Ability to shop, assemble and deliver items.
- Work well in a team environment with a common goal.

Working locations / conditions

- Grocery store, K-Mart, Dollar Store & the like (to purchase your assigned items).
- Getting Ahead Program location (to drop off items).

Physical requirements

This job is not physically demanding.

Benefit to the Volunteer

- Use your practical and creative skills to impact another human being in a tangible, potentially permanent way.
- Increase your understanding of people in poverty, show support and compassion toward investigators, as they make their journey out of poverty.
- Contribute your talents and observe the “ripple effect” of your support spread!

Getting Ahead Program Volunteer Position/Job Description

Job title	<i>Childcare Helper</i>
Reports to	<i>Childcare Coordinator</i>

Job purpose

The purpose of this position is to provide a loving, compassionate environment for children of the investigators, so that the investigators may attend the “Getting Ahead” (GA) Workshops with peace of mind, knowing that their children are safe. Your teamwork, with the rest of the Hope Takes Action members, provides support for courageous individuals, as they progress through their journey out of poverty.

Duties and responsibilities

Work together to Set Up and Clean Up:

- Bring any props assigned, to the GA workshop location, for your assigned session(s).
- Work with childcare team to set up designated childcare area.
- Coordinate clean up with children.

Supervise Children of Investigators for a period of 3-4 hours:

- Provide safe environment for children of investigators.
- Coordinate and supervise children’s play.
- Facilitate activities for children during GA workshop session.

Time Commitment:

Sometime during the months leading up to beginning of Workshops:

- Take Virtus Training (3 hours).

During the GA Workshop sessions for investigators:

- 3-4 hours supervising children, set up and clean up on your assigned week.
- Prefer childcare volunteer to commit to 2-4 weeks out of the 16-20 weeks, with “free” weeks in –between (or more if desired).

Qualifications and Training

Qualifications include:

- Must be at least 18 years old.
- Must submit to, and pass, a background check.
- Familiarity with children and how to interact and organize play.
- Can communicate with un-biased compassion.
- Work well in team environment with a common goal.

Training:

- Virtus Training (3 hours)

Working conditions

- Getting Ahead Workshop location, TBD.

Physical requirements

- This job is not physically demanding.

Benefits to Volunteer

- Uses joy of working with children, to impact another human being in a tangible, potentially permanent way.
- Know that your supervision of investigator’s children allows the investigator the time to create their path out of poverty.
- Observe the “ripple effect” of your support spread!