

Volunteer Office Advocate Job Description

Eligibility Requirements

- Over the age of 18
- Submit volunteer application
- Complete Interview Process
- Complete 40-hour advocacy training
- Sign all confidentiality and ethics agreements, and other SAOP paperwork
- Background check on file

Responsibilities

- 6 month commitment
- Work within the SAOP office to assist with the daily function of the program
- Create community outreach materials for distribution
- Greet walk-in clients and community members
- Update social media (with approval from supervisor)
- Helping with cleaning around the office: vacuuming, organizing, bathroom, trash, etc
- One 4-hour shift per month
- Unpaid position
- Complete all paperwork by required deadlines

Leave of Absence

- Volunteers are welcome to take a leave of absence. No justification is necessary, just clear communication with the Volunteer Coordinator about expectations.

Disciplinary Actions

- Terminable actions include:
 - Conducting oneself in an unprofessional manner

- Working with SAOP while intoxicated
- Providing unethical advocacy
- Breaking confidentiality
- Other situations deemed unacceptable by staff
- Failure to turn in paperwork by required deadlines

Exit Evaluations

- At the end of the 6 month term, volunteer advocates may wish to renew their contract or exit the program.
- Whether they renew or leave, they will be required to fill out an exit evaluation for SAOP, and have a short exit interview.