

Title: Volunteer (General)

Effective Date: December 10, 2012

Revised Date: April 14, 2014, March 9, 2015

Approval Authority: Board of Directors

Purpose:

To build trusting relationships with youth, who will become responsible adults equipped and empowered with life skills, a living faith, dignity, and a sense of belonging.

Supervisor:

The Volunteer is responsible to the Executive Director.

Qualifications:

1. Be a growing disciple of Jesus Christ, with a teachable attitude and a servant's heart. Demonstration of this must include active participation in a local congregation or Christian fellowship. (The possible exception to this qualification is the case of an E-town College student in the care of John's CCO ministry.)
2. Demonstrates a willingness to approach youth with a non-judgmental attitude.
3. Has a conviction that each youth is worth knowing and helping (socially, intellectually, emotionally, and spiritually), regardless of the youth's willingness to change.
4. Demonstrates an ability to work as part of a team, and be willing to serve under the leadership of other volunteers that have been placed in authority.
5. Submits all necessary clearances and waivers as outlined in CCM's *"Child Abuse Policy"*.

Responsibilities:

1. Commit to one school year (September-August) and will be reviewed annually. Serves twice per month minimum. (Ideally once/week)
2. Communicates availability weekly, usually in response to an email from the Executive Director. If circumstances require a change of plans in serving, the Volunteer should contact the Executive Director.
3. Arrives 10 minutes prior to Volunteer's shift of service in order to assist with opening the building.
4. Carries out the responsibilities required within the area assigned. (i.e. café, game room, skate park, etc.)
5. Works closely with the Associate Director and other Volunteer Teams.
6. Conducts oneself in a manner consistent with Cornerstone Community Ministries, Inc. (CCM's) Code of Conduct policy.
7. Reports any specific incidents, needs, or issues of youth to the Executive Director.
8. Reports any actual or suspected abuse as detailed in CCM's Child Abuse policy.
9. Engages the youth, seeking to build nurturing relationships that lead them toward a living faith in God.
10. Includes CCM's youth and their families in one's prayer life.
11. Attends staff training and fellowship events.