



FACILITIES MAINTENANCE VOLUNTEERS

Location: On-Site

Time Commitment: Flexible; ideal minimum 2-4 hours per week

Role Overview:

As a Facilities Maintenance Volunteer, you will help maintain a safe, clean, and welcoming environment for survivors, staff, and fellow volunteers. This hands-on role supports the overall function and appearance of our space and contributes to the well-being and dignity of those we serve.

Key Responsibilities:

- Perform light building maintenance (e.g., small repairs, upkeep tasks)
- Assist with yard work (power washing, painting, weeding, raking, etc.)

Qualifications:

- Comfort with light physical tasks and basic maintenance tools
- Reliable and punctual
- Sensitivity to the nature of our work and the individuals we support
- Commitment to maintaining confidentiality

DONATION AND STORAGE ROOM VOLUNTEERS

Location: On-Site

Time Commitment: Flexible; ideal minimum 2 hours per shift

Role Overview:

This role ensures that donated items are properly organized, inventoried, and accessible to survivors in need. Volunteers help maintain a functional and organized environment in our Donation Room, Outreach Room, and Storage Shed.

Key Responsibilities:

- Sort, organize, and inventory donated items/outreach materials
- Maintain cleanliness and logical storage in donation and outreach rooms

Qualifications:

- Attention to detail and organizational skills
- Ability to lift light to moderate boxes
- Commitment to maintaining confidentiality

CHILDCARE VOLUNTEERS

Location: On-Site

Time Commitment: As needed

Role Overview:

Support a safe and calming environment for children whose caregivers are accessing services. This role will primarily provide childcare while caregivers are attending weekly support group.



Key Responsibilities:

- Actively engaging with children and providing positive interactions that help children feel safe and loved
- Providing supervision and monitoring children's wellbeing
- Sanitizing toys in the playroom and ensuring a safe and fun environment

Qualifications:

- Comfort working in a trauma-informed setting; ability to be empathetic and non-judgmental
- Passion for working with children
- Ability and willingness to play with, care for, and engage with children in a comforting and positive manner
- Commitment to maintaining confidentiality
- Must pass an FRSC registry check

OFFICE SUPPORT VOLUNTEERS

Location: On-Site

Time Commitment: Flexible; ideal minimum 2-4 hours per week

Role Overview:

The Office Support Volunteer assists with general organization tasks to support staff efficiency and client service. Volunteers play a behind-the-scenes but vital role in creating a smooth and supportive administrative environment.

Key Responsibilities:

- Organize files, supplies, and office storage areas
- Assist with light data entry

Qualifications:

- Dependability and discretion
- Commitment to maintaining confidentiality

DATA ENTRY VOLUNTEERS

Location: On-Site

Time Commitment: Flexible; ideal minimum 4 hours per week

Role Overview:

Data Entry Volunteers will support the transition of Client and Program data from our legacy system, Osnum, to our new platform, Vela. This is a critical project that will help ensure accuracy of our records. Once the system migration is complete, Volunteers will assist in reviewing and entering information from paper documents into the digital system. This role is ideal for someone who enjoys working behind the scenes, is comfortable with computers, and is passionate about supporting nonprofit infrastructure.

Key Responsibilities:

- Accurately transfer data from Osnum to Vela
- Review paper files to ensure all necessary information is recorded in new system.
- Maintain confidentiality and handle sensitive information with care.



- Flag any inconsistencies or missing data for follow-up.

Qualifications:

- Strong attention to detail and accuracy
- Comfortable using computers and learning new software systems
- Ability to work independently
- Commitment to maintaining confidentiality and handling data ethically

AWARENESS VOLUNTEERS

Location: Varies

Time Commitment: Varies

Role Overview:

Awareness Volunteers play a vital role in supporting CARDV's mission by engaging the community, raising awareness, and distributing information about available services. This role includes participating in outreach events, assisting with awareness campaigns, and contributing to social media efforts to amplify CARDV's message.

Key Responsibilities:

- Distribute brochures, flyers, and informational materials about CARDV services at community spaces and events
- Assist with planning and execution of Domestic Violence Awareness Month (October) and Sexual Assault Awareness Month (April) campaigns
- Help create or curate social media content to promote awareness and share CARDV services
- Represent CARDV at outreach tables, local fairs, or events as a friendly and informed presence

Qualifications:

- Passion for supporting survivors and raising awareness about domestic and sexual violence
- Comfortable engaging with the public; strong communication skills and a willingness to learn
- Commitment to CARDV values of inclusion, respect, and survivor-centered advocacy
- Commitment to maintaining confidentiality

DIRECT SERVICE VOLUNTEERS- ADVOCATE

(MINIMUM OF 15 HOURS/WEEK)

Location: On-Site

Time Commitment: Minimum of 15 hours per week

Role Overview:

As a Direct Service Volunteer, you'll provide trauma-informed support directly to survivors of domestic and sexual violence. With a higher level of commitment, you'll carry your own caseload, offering consistent, client-centered services that foster healing and empowerment. This role is ideal for interns, aspiring professionals in social work and/or advocacy fields, and those seeking a deeper engagement with survivors in our community.

Key Responsibilities:

- Provide one-on-one emotional support and advocacy to assigned clients
- Assist clients in safety planning, accessing resources, and navigating systems



- Maintain accurate and confidential documentation
- Collaborate with staff and other volunteers
- Provide helpline coverage

Qualifications:

- Completion of Advocates Academy 2.0 (48 hour virtual training course)
- Ability to commit to a regular schedule of at least 10 hours per week
- Strong interpersonal and communication skills, with the ability to maintain professional boundaries
- Commitment to CARDV's mission, values, and confidentiality

DIRECT SERVICE VOLUNTEERS– ADVOCATE SUPPORT (MINIMUM OF 8 HOURS/WEEK)

Location: On-Site

Time Commitment: Minimum of 8 hours per week

Role Overview:

As a Direct Service Volunteer in this role, you will work alongside CARDV Advocates, while providing compassionate, client-centered services to survivors of domestic and sexual violence. This role is ideal for volunteers seeking to make a meaningful impact with a smaller time commitment and gain experience in advocacy without taking on a full caseload. This role offers flexibility and the opportunity to support survivors in a variety of ways.

Key Responsibilities:

- Provide support by assisting with case management
- Assess referrals for community resources
- Support with administrative tasks, data entry, and helpline coverage
- Maintain confidentiality and uphold trauma-informed, survivor-centered practices

Qualifications:

- Completion of Advocates Academy 2.0 (48 hour virtual training course)
- Ability to commit to a regular schedule of at least 6 hours per week
- Strong communication skills and a willingness to learn
- Ability to work respectfully with people of diverse backgrounds and experiences
- Commitment to CARDV's mission, values, and confidentiality