



## GREENE COUNTY FAMILY VISITATION CENTER

### VOLUNTEER POSITION DESCRIPTION

<b>Position Title:</b>	Family Visitation Center Monitor (SAFE Volunteer)
<b>Reporting Relationship:</b>	Family Visitation Center Coordinator
<b>Job Location:</b>	143 East Market Street, Xenia, Ohio
<b>Volunteers Hours</b>	The hours needed for this position are flexible and might include daytime, evening or weekend hours.

#### **Position Purpose:**

**SAFE Volunteers** supervise visits for families who have been affected by domestic violence, child abuse, stalking, or sexual assault. They also assist with the exchange of children between parents when a neutral setting is needed to protect victims and children.

#### **Specific Duties and Responsibilities:**

- ▶ Greet children and parents
- ▶ Escort children from one area to another
- ▶ Monitor interactions of children and parents while visiting in the Center
- ▶ Ensure the safety of a child while they visit with a non-custodial parent
- ▶ Document the facts of your observations
- ▶ Reorganize the visit room for the next family

#### **Skills Needed:**

- ▶ Interest in volunteering with children and families
- ▶ Effective interpersonal skills
- ▶ Ability to be an objective observer
- ▶ Ability to write factual reports