



AmeriCorps Position Description

Sage Advocacy Center
710 N. Chelan Avenue
Wenatchee, WA 98801

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Position Title: AmeriCorps Advocacy Volunteer

Days/Hours of Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Ending Time		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	
Length of lunch break (30 or 60 minutes)		30 or 60 minutes	30 or 60 minutes	30 or 60 minutes	30 or 60 minutes	30 or 60 minutes	

Organization/Site Description:

Sage Advocacy Center is an accredited domestic violence, sexual assault, and crime victim center and children's advocacy center serving and serving Chelan, Douglas, and Okanogan counties. Sage Advocacy Center offers 24/7 support services to victims, including advocacy, therapy, court support, emergency financial assistance, a food bank, emergency shelter, court-facilitated dog support, child forensic interviews, child abuse prevention programs, and much more. Sage Advocacy Center's mission is to educate, advocate, and empower to end violence.

Position Description:

The AmeriCorps Advocacy Volunteer will support the services offered by Sage Advocacy Center to adults and children impacted by, or experiencing, domestic violence, sexual assault, and other crimes. The volunteer will assist with advocacy, resource coordination, and client support to help individuals and families access needed services.

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement



Responsibilities and Related Tasks:

Volunteer Duties

- Supports staff to sort, unload, distribute and organize donations
- Support SAGE staff to distribute items to clients
- Support advocates with appropriate paperwork when appropriate
- Support advocates in providing emergency services to clients as appropriate and at the emergency shelter

Outreach

- Support with social media content
- Provide support to SAGE staff at various outreach and community events

Event Support

- Assist with planning, designing, and distributing promotional materials at community events
- Assist with planning, the setup, and the take-down at community events

Required Qualifications:

- Successfully pass all parts of required background checks
- Experienced volunteering or working in community-based, educational, shelter, food bank, youth, or other service-oriented settings
- Ability to maintain confidentiality and comply with agency policies
- Commitment to serving survivors of domestic violence, sexual assault, child abuse, and other crimes
- Ability to interact respectfully with individuals from diverse cultural, socioeconomic, racial, ethnic, religious, gender, and linguistic backgrounds
- Basic computer skills, including the operation of Microsoft Office, Canva, email, and internet applications
- The ability to lift and carry up to 25 pounds, with reasonable accommodation
- Desire to learn trauma-informed services, victim advocacy, and homelessness prevention
- Adaptable to work effectively in a fast-paced environment



Desired Qualifications:

- Experience in community outreach, event planning, social media, or public engagement
- An interest in areas of social services, victim advocacy, public health, criminal justice, communications, nonprofit management, or related fields
- Bilingual or multilingual abilities (Spanish preferred)
- Strong organizational skills and attention to detail

Reference the Member Service Agreement (MSA) for a comprehensive listing, including prohibited activities.

AmeriCorps Member Signature

Date

Primary Site Supervisor Signature

Date

AmeriCorps Director Signature

Date