

PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

JOB DESCRIPTION – The TAG Team Volunteer Activity Leader

Targeting Adolescent Growth (TAG) Team Volunteer Activity Leaders provide assistance for the Therapeutic Activities program of Presbyterian Children's Village Residential Treatment facility.

Date: 07/08
Status: Non-Exempt

Purpose: The TAG Team Volunteer Activity Leader organizes and implements activities to enhance the experience, education, social and life skills of youth in the Residential Treatment program of Presbyterian Children's Village.

Some TAG Team ideas...

- Knitting, crocheting
- Sewing
- Jewelry making
- Home maintenance; practical know-how
- Gardening; greenhouse project
- Photography
- Art (specific medium, subject, focus)
- Music (guitar)
- Dance
- Chess; other games
- Financial management (budget, checking account)
- Bicycle repair
- Model building
- Career Day

(Note: The possibilities are NOT limited to the list above!)

Qualifications: The TAG Team Volunteer Activity Leader must demonstrate experience and expertise in the proposed area(s) of instruction. The Volunteer Activity Leader should have an understanding and empathy for children who are in the child welfare system.

Requirements and Expectations: The TAG Team Volunteer Activity Leader provides the ideas, planning, oversight and/or implementation of a project (one-time, multi-session, or on-going) intended to enhance the experience and education of youth in the Residential program at Presbyterian Children's Village. The activity may address life skills, social skills, recreation and leisure pursuits, fitness, arts and crafts, or other activity deemed to be beneficial to Village youth. The activity may be led by an individual or by a volunteer group.

The TAG Team Volunteer Activity Leader reports to the Coordinator of the Therapeutic Activities Program.

The Volunteer Activity Leader should:

- Have an understanding of the confidentiality protocol as practiced by Presbyterian Children’s Village and adhere to all policies and procedures designed to ensure the security and safety of the youth in our care.
- Arrive on time and as scheduled, prepared to complete each session as planned.
- Conduct the TAG Team session at a Village program site. [This activity is initially planned for the Rosemont site, but could also be a welcome activity associated with certain programs in Southwest Philadelphia. Should someone have an interest in providing this service in Southwest Philadelphia, s/he should contact the Village.]
- Dress appropriately for the planned activities, striving to serve as a role model to our clients.

Additionally, the TAG Team Volunteer must:

- Complete the Volunteer Application
- Complete all training and orientation as determined by the Human Resources Office of Presbyterian Children’s Village.
- Obtain clearances, background checks, and physical as required by the State for those who provide direct services to youth. *(There is a limited exemption for one-time volunteer experience.)*

Presbyterian Children’s Village will provide:

- Orientation and training, as well as updates as needed.
- Assistance and guidance with obtaining the required clearances and background checks.
- Staff oversight for each session.
- Feedback on the activity.
- Sincere appreciation!

This certifies that I have received a copy of my job description. I have reviewed the **TAG Team Volunteer Activity Leader** job description with my Presbyterian Children’s Village supervisor or a representative from the Human Resources Office, and I understand and accept the expectations and duties of my job as outlined in the job description.

Volunteer Signature

Date

Volunteer print name

Supervisor or Human Resources Signature

Date