



Community Recovery Center Assistant Volunteer Description

Department: Community Recovery Center

Reports to: Community Recovery Center Director

Description of Role: The Community Recovery Center Program Assistant supports individuals experiencing homelessness and those recovering from substance use, trauma, or mental illness by assisting with the daily operations, services, and programming at the Community Recovery Center.

Responsibilities May Include:

- Provide new participant orientation, including an overview of policies and CRC opportunities
- Lead or assist with enrichment, educational, or social activities (e.g., arts and crafts, financial literacy, workforce readiness, health education)
- Lead or assist with support groups, (e.g., recovery support, peer support activities)

Secondary Responsibilities:

- Help maintain cleanliness and organization of program areas
- Report concerns, incidents, or participant needs to staff in a timely manner

Skills/Qualifications Needed:

- Respectful and professional demeanor
- Strong communication and interpersonal skills
- Reliability and ability to follow policies and staff direction
- Ability to work with individuals from diverse backgrounds
- Commitment to maintaining appropriate boundaries and confidentiality

Desired Experience:

- Experience working or volunteering with vulnerable populations is helpful but not required.
- Experience in customer service, social services, education, healthcare, or community programs is a plus.
- Volunteers leading classes or groups in the Community Recovery Center should have knowledge, skills, or experience related to the topic being offered. Formal credentials are not required.
- Lived experience relevant to homelessness or recovery is welcomed.

Time Commitment:

- Flexible scheduling based on program needs.
- Minimum 3-month commitment.