

*Metro  
Davidson  
of Family*



# Metro Office of Family Safety

*Nashville-  
County Office  
Safety*

*Department Head, Diane Lance*

## **Development Volunteer**

**Position Title:** Development Volunteer

**Department:** Office of Family Safety

**Reports to:** Intern, Volunteer & Outreach Coordinator

**Hours:** **Varies between 7:30 am – 6:00 pm, weekdays and evening shifts available**

**Location:** Family Safety Center (610 Murfreesboro Pike, Nashville, TN 37210)

### **Summary of Role:**

- Provide support to Office of Family Safety staff in development-related tasks such as donation management, fundraising, and/or outreach event attendance

### **Essential Duties and Responsibilities:**

- Assist with donation sorting and management
- Assist in the annual Holiday Shop program for clients and their families to receive gifts for the holiday season. This is the largest client program at our office.
- Conduct community outreach to recruit donation items and/or to request that individuals/organizations host donation drives for the Office of Family Safety
- Potential for training around outreach and education events to promote the Office of Family Safety's mission and services
- Other duties and projects as requested

\*Potential opportunity for other projects/responsibilities at the discretion of the Intern and Volunteer Coordinator

### **Qualifications:**

- Must be at least 18 years old
- Must pass a background check
- *Applicants with unresolved past trauma are encouraged to explore whether this opportunity is a good fit for them.*

### **To apply:**

Please send a resume and completed application to Josie Carter,  
JosieECarter@jnsnashville.gov

