**Play Pyramid Volunteer – Position Description**

**Position Title**: Development Volunteer

**Department:** Office of Family Safety

**Reports to:** Assistant Director of Community Engagement

**Hours: Varies from 8:30 am – 6:30 pm**

**Location:**  The Family Safety Center, 610 Murfreesboro Pike. Nashville, TN 37210

**Summary of Role**:

The Play Pyramid volunteer is responsible for working with the children who come to the Family Safety Center with their families to access domestic violence advocacy services

**Essential Duties and Responsibilities**:

*Play Pyramid Responsibilities*

* Coordinate check-in/check-out systems for children in the Play Pyramid
* Facilitate age-appropriate activities as well as child-initiated play
* Communicate strengths of child to parents after each visit

*Additional Responsibilities if Children are not present*

* Make conversation with victims, especially those who are scared or emotional
* Assist in maintaining the cleanliness of the FSC, particularly the client Living Room area in order to provide a trauma-informed environment for clients
* Put out/refill snacks, pastries, and coffee for clients; Ensure that the center food is available to clients throughout the day
* Assist with sorting and putting away/putting out donation items
* Other duties and projects as requested

\*Potential opportunity for other projects/responsibilities at the discretion of the Resource Coordinator

**Qualifications:**

* Must be at least 18 years old
* Must pass a background check
* *In an effort to ensure our intern and staff body is as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.*

**Support and Benefits Provided:**

* Supervision, skill-building, mentorship, networking, and resume-building
* Metro ID badge
* Free parking off-site
* Ongoing training and guidance on OFS and JCAC procedures
* Ongoing education and training on domestic violence and trauma
* Opportunities for other projects

**To apply:**

Please send a resume, cover letter, and completed application found on [our website](mailto:our%20website) to Courtney Muller at [Courtneyjmuller@jisnashville.gov](mailto:Courtneyjmuller@jisnashville.gov).

*Applicants with unresolved trauma in their past are encouraged to explore whether this opportunity is a good fit for them.*

\*Please note that we have various volunteer positions within the Office of Family Safety. Please visit https://ofs.nashville.gov/get-involved/volunteer-opportunities/ for more information on positions and the application.