

*Metro
Davidson
of Family*



**Metro Office of
Family Safety**

*Nashville-
County Office
Safety*

Department Head, Diane Lance

Play Pyramid Volunteer – Position Description

Position Title: Development Volunteer

Department: Office of Family Safety

Reports to: Intern, Volunteer & Outreach Coordinator

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](#) to Courtney Muller at CourtneyJMuller@jnsnashville.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.