

## Play Pyramid Volunteer – Position Description

**Position Title:** Development Volunteer

**Department:** Office of Family Safety

**Reports to:** Resource Coordinator(s)

**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 copy of your resume to Courtney Kolb at [CourtneyJKolb@jis.nashville.org](mailto:CourtneyJKolb@jis.nashville.org). You will receive application materials and information in return

*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.