

## Runner Volunteer – Position Description

**Position Title:** Runner Volunteer

**Department:** Office of Family Safety

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

**Hours:** Varies from 7:30 am – 6:00 pm

**Location:** Jean Crowe Advocacy Center (100 James Robertson Parkway, Nashville, TN 37201) and/or Family Safety Center (610 Murfreesboro Pike, Nashville, TN 37210).

### Summary of Role:

- Provide support to Office of Family Safety staff by assisting in pick-up and transportation of donation items and supplies.

### Essential Duties and Responsibilities:

- Assist with pick-up and transportation of donation items at various sites. Items would then be delivered to either the JCAC or the FSC
  - Potential locations of pick-ups could include, but are not limited to, Whole Foods on Hillsboro Pike, The Produce Place, Triple Crown Bakery in Franklin, Starbucks on West End Ave., and others as needs arise.
    - There is flexibility with regard to which of these locations a volunteer may elect to participate in pick-ups.
- Assist with transportation of donation items between the two centers
- Other duties and projects as requested

### Qualifications:

- Must be at least 18 years old
- Must pass a background check
- Must possess a valid driver's license and reliable mode of transportation.
- *In an effort to ensure our volunteer, 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
  - Ongoing training and guidance on OFS and JCAC procedures
  - Ongoing education and training on domestic violence and trauma
  - Opportunities for other projects
- \*Please be aware that we are unable to reimburse for transportation costs at this time.\*

### To apply:

Please send a completed application, resume, and cover letter to Ellie Williams at [EllenTWilliams@jis.nashville.org](mailto:EllenTWilliams@jis.nashville.org) and Courtney Kolb at [CourtneyJKolb@jis.nashville.org](mailto:CourtneyJKolb@jis.nashville.org).

*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.