



**Lowry Family Center**

*WE STRENGTHEN FAMILIES!*

4605 Paris Street

Denver, CO 80239

(303) 307-0718

[www.lowryfamilycenter.org](http://www.lowryfamilycenter.org)

## **Career Champion for Kids Position Description**

**Title:** Career Champion for Kids

**Time commitment:** Flexible; looking for professionals to offer shadowing opportunities for at-risk youth within their company / organization and be part of our speaker series highlighting different career fields.

**Reports to:** Youth advocate, Jeri Bass

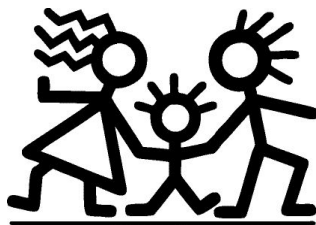
### **Specific responsibilities:**

- Meet with youth one-on-one for a half day job shadowing experience  
AND / OR
- Serve as a guest speaker for at-risk youth, giving insight into what it's like to work in your field

### **Qualifications:**

- We're looking for people in all career areas - plumbing, law, IT, medical, nonprofit, teaching, science, public relations...if you're passionate about sharing what you do with youth, we want you!
- For guest speakers: willingness to speak in front of a group of 15-20 youth
- For job shadowing program: safe work environment for youth

**Interested in volunteering for Lowry Family Center as a Career Champion for Kids?  
Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## **Fundraising Champion Position Description**

**Title:** Fundraising Champion

**Time commitment:** Flexible; currently looking for volunteers to assist with Lowry Family Center's second annual golf tournament, to be held Summer 2011. Will also be looking for volunteers for the third annual Kathy Hill-Young Community Spirit Award, to be held December 2011.

**Reports to:** Volunteer manager

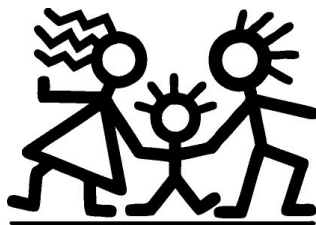
### **Specific responsibilities:**

- Dependent upon volunteers interests / desired time commitment. Examples of things we are looking for help with...
- Brainstorming list of local businesses, organizations for corporate sponsorship
- Designing golfer goodie bags and soliciting donations from businesses
- Marketing strategy and materials design help
- Writing press releases, helping garner media attention for event
- Staffing booths at community events to sign up golfers and get the word out about the tournament

### **Qualifications:**

- Good organization and communication skills
- Creative problem solving skills
- Desire to help Lowry Family Center raise unrestricted funds so we can serve more families and help them on the path to self-sufficiency

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## **Hunger Terminator Position Description**

**Title:** Hunger Terminator

**Time commitment:** Flexible; will be looking for a team of volunteers to help organize food drives in the community and help to organize / stock / staff a food bank in the future

**Reports to:** Volunteer manager

### **Specific responsibilities:**

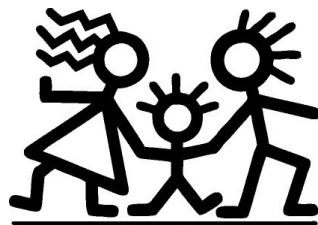
- Outreach to various community organizations, schools, etc. to help organize food drives
- Assistance with design, build, and implementation of a food bank (probably open once a month to start) in the community
- Stocking and organizing food bank space
- Creating food bank volunteer schedule and assigning volunteer duties
- Recruiting volunteers and supervising volunteers at food bank
- Assisting families while "shopping" in food bank

### **Qualifications:**

- Passionate about eliminating hunger in the community
- Marketing know-how and community organization experience a plus!
- Adherence to Lowry Family Center's confidentiality policy



**Interested in being a Hunger Terminator? Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## IT Superhero Position Description

**Title:** IT Superhero (because any amount of IT help you can give us will turn you into Spiderman. Or Superman. Or Catwoman. Your choice.)

**Time commitment:** Flexible; ideally 2-3 hours on a monthly basis

**Reports to:** Volunteer manager

### Specific responsibilities:

- Performing computer "check-ups" to update virus protection, back-up data, and check on the general health of computer systems
- Lending IT best-practices knowledge and serving as consultant to Executive Director on technology issues

### Qualifications:

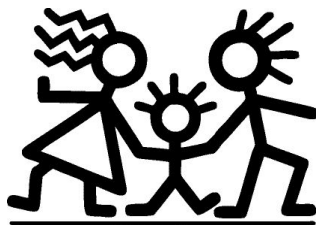
- Computer know-how
- Willingness to share your knowledge and skills with Lowry Family Center staff



+ YOU =



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## **Legal Advisor Position Description**

**Title:** Legal Advisor

**Time commitment:** Flexible; ideally 2-3 hours on a monthly basis

**Reports to:** Volunteer manager

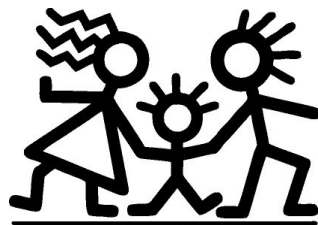
### **Specific responsibilities:**

- Providing legal advice / aid to clients during scheduled appointments at Lowry Family Center
- Volunteer will have knowledge of clients' requests / questions prior to appointments

### **Qualifications:**

- Attorney or law student looking to do pro bono work
- Can volunteer for one session of legal aid or commit to being a monthly legal aid volunteer
- Adherence to Lowry Family Center's confidentiality policy
- Proficiency in Spanish not required but would be an added bonus!

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## **Marketing / Graphic Design Guru Position Description**

**Title:** Marketing / Graphic Design Guru

**Time commitment:** Flexible; looking for people who can work in the office or remotely to help Lowry Family Center update marketing materials and keep our website and other outreach materials current!

**Reports to:** Development associate, Jami

### **Specific responsibilities:**

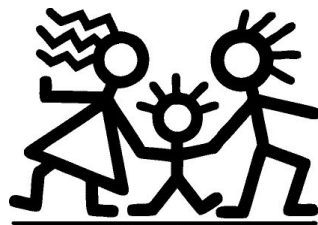
- Helping development associate with identified projects such as updating general Lowry Family Center one-page informational flier, designing advertising for various LFC programs, or creating logos for signature events such as the golf tournament

### **Qualifications:**

- Marketing or graphic design experience
- Desire to use your creativity to help Lowry Family Center staff get the word out about their programs and services offered



**Interested in being a Marketing / Graphic Design Guru? Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## **Movers & Shakers Crew Position Description**

**Title:** Movers & Shakers Crew

**Time commitment:** Flexible; will call when a family needs moving help and you can tell us if you are available or not. Could be a one-time volunteer activity for a group or a way for you to help your neighbors on a more regular basis when you have a couple of hours to spare!

**Reports to:** Volunteer manager

**Specific responsibilities:**

- Agreeing to be part of our "Movers & Shakers" on-call list. We'll call when a family needs moving help, you simply let us know if you're available to lend a hand

**Qualifications:**

- Muscles to lift moving boxes OR good organizing / packing skills
- Adherence to Lowry Family Center's confidentiality policy
- Trucks or vans an added bonus!



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## **Spanish Translator Position Description**

**Title:** Spanish Translator

**Time commitment:** Flexible; looking for several people who could volunteer on an as-needed basis. Volunteers needed for class sessions and in-office for outreach / marketing material translation.

**Reports to:** Volunteer manager and Star Lucero, bi-lingual advocate

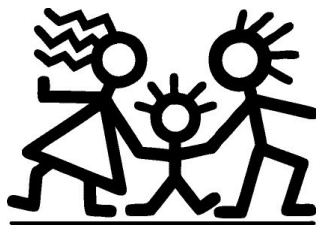
### **Specific responsibilities:**

- Serving as an English-Spanish translator for LFC classes / programs such as our healthy cooking and parenting classes
- Translating existing LFC materials into Spanish, including our client intake form and general LFC flyer
- Working with marketing coordinator to create marketing materials and press releases in Spanish to advertise Lowry Family Center programming and services
- Conducting intakes via telephone with Spanish-speaking families as prescribed by LFC's bi-lingual advocate

### **Qualifications:**

- Professional and friendly phone demeanor
- For class translators: ability to quickly translate spoken English-Spanish
- For in-office translators: ability to translate written English-Spanish with good grammar, spelling, and style.
- Desire to help family advocates conduct outreach and provide great resources to local Spanish-speaking families

**Interested in volunteering for Lowry Family Center as a Spanish translator? Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## **Supervised Visitation Facilitator Position Description**

**Title:** Supervised Visitation Facilitator

**Time commitment:** Flexible; volunteers can choose from a range of visit days and times

**Reports to:** Manager of Family Advocacy, Jeri Apodaca

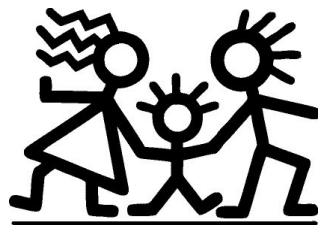
### **Specific responsibilities:**

- Arrive ten minutes prior to visit start time to read over case notes and get note taking materials prepared so visit can begin and end on time
- Observe visit between parent and child, noting both positive and negative reactions / behaviors in notes
- Intervene if safety of child is at-risk
- Maintain physical presence during entire visit--always within eye and ear-shot
- Deliver notes and a general report on the visit to the Manager of Family Advocacy within 3 days of the visit

### **Qualifications:**

- Ability to observe and take notes on child-parent interactions
- Ability to perceive children's feelings
- Adherence to Lowry Family Center's confidentiality policy
- Pass background check - fingerprinting required and will be reimbursed after volunteer completes two supervised visits

**Interested in being a Supervised Visitation Facilitator? Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## **Foster Parents Night Out Childcare Provider Position Description**

**Title:** Foster Parents Night Out Childcare Provider

**Time commitment:** Three hours on a Friday evening, 5 p.m. - 8 p.m. Foster Parents Night Out is a monthly event; we're looking for one-time volunteers and volunteers who'd like to be part of the regular Foster Parents Night Out team.

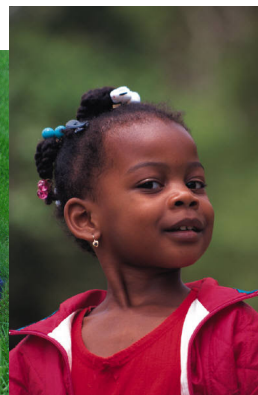
**Reports to:** Foster care team and Parents Night Out coordinators

### **Specific responsibilities:**

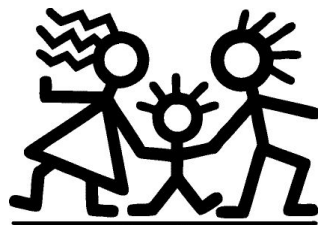
- Participating in activities with foster kids while foster parents enjoy a night out (past activities have included arts & crafts and yoga)
- Provide a safe, fun, welcoming environment for all children

### **Qualifications:**

- Childcare experience
- Upbeat attitude
- Compassion and patience with kids
- Adherence to Lowry Family Center's confidentiality policy



**Interested in being on a Foster Parents Night Out Childcare Provider? Please contact Meghan at [Meghan@lowryfamilycenter.org](mailto:Meghan@lowryfamilycenter.org) or (303) 307-0718 x 114.**



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## **Family Advocate Assistant Position Description**

**Title:** Family Advocate Assistant

**Time commitment:** 3 hours per week

**Reports to:** Family Advocate Manager, Jeri Apodaca

### **Specific responsibilities:**

- Answering phones, often serving as first point-of-contact for families seeking assistance
- Conducting intakes via telephone to collect pertinent family information
- Communicating with Family Advocate Manager about any intakes conducted
- Following-up with various community agencies (as needed) to keep our advocates' resource list up-to-date. May include calling food banks, shelters, etc.
- Assist with other tasks as requested by team of family advocates. May include calling clients to remind them about LFC class registration, appointments, etc.

### **Qualifications:**

- Professional and friendly phone demeanor
- Ability to learn phone system (transferring, retrieving messages from general mailbox, etc.) at LFC
- Desire to help family advocates conduct outreach and provide great resources to local families
- Basic internet skills - web searching and e-mailing
- Committed to serving at LFC on a weekly basis--hours flexible

**Interested in volunteering for Lowry Family Center as a Family Advocate Assistant?  
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