

House of Ruth Maryland Volunteer Opportunities

Gateway Project

All Gateway Project volunteers must be at least 18 years or older and complete a Gateway Project Orientation.

VICTIM CONTACT

Description: Call victims of Gateway Project's program participants to inform of House Of Ruth services and do basic safety planning (This is NOT a counseling position).

Candidate Requirements: Must be able to listen objectively and take good notes. Requires approximately 10 hours of training before able to make calls independently. To ensure victim safety only women are accepted for this position. May require a reference check.

Time Commitment: Monday through Thursday: One 3 to 4 hour shift twice per month (preferably) in the evening for at least a 4-month timeframe.

Supervisor: Judy Garvey, Victim Advocate

ADMINISTRATIVE ASSISTANT

Description: Answer phone calls in Gateway Project (predominantly talking with men court ordered to attend Gateway Project), enter information into database, and distribute participant status letters and other clerical duties as assigned.

Candidate Requirements: good organizational skills, literacy requirement

Time Commitment: Monday through Thursday: One two to four hour shift twice per month.

Supervisor: Ashley Wagner, Administrative Operations & Victim Contact Supervisor

INTAKE WORKER

Description: Conduct one-on-one interviews with men applying to the Gateway Project; most of whom are court-ordered based on an assault conviction. Complete a written assessment of each applicant interviewed.

Candidate Requirements: Must be able to be assertive with applicants and have good listening and note taking skills. Interviewing experience is a plus but not required. Dependability is a MUST for scheduling purposes. May require a reference check.

Time Commitment: Requires at least 2 years toward a human service degree, 3 to 4 hour shifts twice a month available during the day or evening for a 4-month timeframe.

Supervisor: John Miller, Senior Counselor