

DVCCC VOLUNTEER OPPORTUNITIES

FOR TRAINED DIRECT SERVICE VOLUNTEERS

TABLING AND TENT EVENTS – COUNTYWIDE

(Opportunities Coordinated with Director of Education Programs)

Throughout the year, DVCCC is invited to several community-wide tabling events – both indoors and outdoors – across the county. Due to staffing, we can only attend a fraction of these. Volunteers can support this effort by staffing a DVCCC table presence at events. DVCCC staff will provide all required materials (to be either picked up from the center or dropped off to you) prior to event.

**To be able to assist with outdoor events, DVCCC requires volunteer be able to transport, lift, and set up a heavy folding table and 10 square foot outdoor event tent.*

GRANTS VOLUNTEER

(Opportunities Coordinated with CEO and Director of Philanthropic Partnerships)

DVCCC leadership is looking for a volunteer that has experience and success with grant writing to support our team in both developing and editing grant applications, letters of intent, and/or proposals. This role would engage in an ongoing, year-round, as-needed basis.

LEGISLATIVE ADVOCACY VOLUNTEER

(Opportunities Coordinated with Director of Education Programs)

DVCCC is looking for a volunteer who can support our legislative and policy advocacy efforts throughout the year. This volunteer will support DVCCC in monitoring important federal and state legislative/funding priorities, developing outreach materials for, and scheduling meetings with county, state, and federal Chester County elected officials for the purpose of advocating for legislative/funding priorities. Additionally, this individual would support in coordinating attendance for and scheduling meetings during PCADV's annual Legislative Advocacy Day in Harrisburg.

HOTLINE & SHELTER COVERAGE VOLUNTEER

(Opportunities Coordinated with COO)

Every week there are support needs in our West Chester center to support victims/survivors calling the hotline as well as any of our shelter/resident needs that may come up while on site. Preference that volunteer provides this support on a recurring basis (weekly, monthly, or quarterly). *Evening hours preferred. Potential future opportunities for these individuals to support coverage as a contracted on-call relief employee.*

LEGAL ADVOCACY VOLUNTEER

(Opportunities Coordinated with Director of Victim Services)

Provide civil and criminal advocacy to domestic violence victims seeking a Temporary/Final PFA order, providing court accompaniment to civil/criminal hearings, police department, or District Attorney's office. Hours of service are weekdays – when Chester County courts are open.

CHILDCARE VOLUNTEER

(Opportunities Coordinated with the Children's Counselor)

This is an on-call volunteer need during weekdays for childcare/babysitting support (on site only) while the parent is attending court or other important medical, legal, or job-seeking appointments. There may be 12-24 hours' notice of appointments so flexible availability is preferred. Additionally, the availability of this service opportunity is dependent on the number of children staying in DVCCC housing.

CHILDREN'S GROUP VOLUNTEERS

(Opportunities Coordinated with the Children's Counselor)

On weeknight evenings, volunteers are needed to serve as either the co-facilitator of a children's support group, or to support the Children's Counselor with childcare during adult support groups on site at DVCCC. The availability of this service opportunity is solely dependent on the number of children staying in the DVCCC housing/attending support groups.

ADOPT A FAMILY – DONOR CONNECTIONS COORDINATOR

(Opportunities Coordinated with current Adopt a Family Volunteer Leads)

Lead outreach to engage, recruit, and serve as the key point of contact for Adopt a Family program donors (group and individuals) and manage donor information and inquiries. Coordinate with DVCCC staff to gather family/survivor holiday wish lists and match with donors interest to assure that all families in need have a donor match. Prior to the Adopt a Family event weekend (early/mid-December - when donors drop off gifts and families come to pick them up), the role is virtual with flexible hours. Regular collaboration/communication with Distribution Coordinator required. On-site support is required during Adopt a Family event weekend. Must have strong written and oral communication skills and project management experience. Development and sales experience is preferred. Must be experienced with creating and updating Microsoft Excel spreadsheets and using Microsoft Outlook/Teams software.

ADOPT A FAMILY – DISTRIBUTION EVENT COORDINATOR

(Opportunities Coordinated with current Adopt a Family Volunteer Leads)

Serve as the key point of contact of operations for Adopt a Family volunteers who will assist you in the collection, organization, and distribution of gifts during the Adopt a Family Event Weekend (early/mid-December - when donors drop off gifts and families come to pick them up). Lead operational efforts including setting up location, obtaining supplies needed, scheduling and coordinating volunteers, supporting donors in finding, accessing, and dropping off at site, and supporting families/survivors in finding and accessing site. Prior to Adopt a Family event weekend, role is virtual with flexible hours. Regular collaboration/communication with Donor Connection Coordinator required. On-site support is required during Adopt a Family event weekend. Strong oral communication skills needed. Project/operations management experience preferred. Must be proficient in Microsoft Excel, Teams, and Outlook systems required.

DOMESTIC VIOLENCE AWARENESS MONTH LIGHT THE NIGHT EVENT VOLUNTEERS

(Opportunities Coordinated with Director of Education Programs)

October need only. Providing support coordinating/scheduling guest speakers for and supporting with set up/breakdown of materials/tables at Light the Night for Hope & Healing events in Coatesville, West Chester, Phoenixville, and/or Kennett Square. Provide leadership in kicking off the evening's event program, managing the speakers/sound system, and possibly serving as emcee for the event.

VOLUNTEER APPRECIATION EFFORT TEAM

(Opportunities Coordinated with Director of Education & Director of Administration)

Scheduling, planning, and being on site to support volunteer appreciation month events (in April), collecting and providing Director of Education Programs with volunteer appreciation month social media campaign information, mailing birthday cards and volunteer appreciation cards to all volunteers, mailing thank you cards/gifts to volunteers after significant acts of service.

DEVELOPMENT CLERICAL VOLUNTEERS

(Opportunities Coordinated with Director of Philanthropic Partnerships)

Provide support for the Director of Philanthropic Partnerships in managing donor database and/or developing, planning, and sharing media marketing campaigns. Must be proficient in Microsoft Excel, Word, Powerpoint, Outlook, and Teams as well as Zoom Video Conferencing software. Experience with Canva, Constant Contact, and DonorPerfect software systems preferred.

FOR UNTRAINED PROJECT VOLUNTEERS

👉 DOMESTIC VIOLENCE AWARENESS MONTH RIBBON HANGING & REMOVAL – SMALL GROUP OPPORTUNITY

(Opportunities Coordinated with Director of Education Programs)

Each year, we seek small groups (families, friends, neighbors, colleagues/coworkers, service orgs, etc.) to support this outreach effort. Director of Education Programs will coordinate the drop-off or pickup of purple ribbons to adorn the light posts of downtown areas in communities across Chester County. Ribbons need to be tied with wire (provided by DVCCC) and hung 6 ft. or higher to the light poles in West Chester, Kennett Square, Oxford, Parkesburg, Coatesville, Downingtown, Phoenixville, and Malvern (*must be placed within the first 3 days of October*). We also need volunteers to take down and dispose of the ribbons at the end of the month (*must be removed within the first 3 days of November*).

**To engage in this opportunity, volunteers need to provide their own strong scissors or wire cutters (to cut florist wire), a stapler with staples, and it is recommended to bring a 3-4 foot ladder/step stool to access the 6 foot or higher requirement.*

👉 DOMESTIC VIOLENCE AWARENESS MONTH COFFEE CUP SLEEVE PACKAGE DROPS

(Opportunities Coordinated with Director of Education Programs)

Each October, DVCCC partners with local, community coffee shops across the county to provide them with Domestic Violence Awareness Month themed coffee cup sleeves for October. DVCCC's Director of Education Programs will provide the boxes of coffee cup sleeves to volunteers interested in distributing to coffee shops in their (or any) community. *May need to lift and carry boxes up to 20 lbs.*

**Must be completed BEFORE October 1st. Volunteer must take a photo of the coffee cup sleeve on a coffee cup AT that location during drop off (bonus points for including staff and/or business owners) for social media and send to DVCCC's Director of Education Programs!*

👉 DOMESTIC VIOLENCE AWARENESS MONTH LIGHTS HANGING & REMOVAL – SMALL GROUP OPPORTUNITY

(Opportunities Coordinated with Director of Education Programs)

Each October, DVCCC hosts a "Light the Night" event synchronously in communities across Chester County where we light a tree or another local landmark in purple lights to celebrate Domestic Violence Awareness Month. Lights are strung at the Gazebo in Coatesville and the Trees of Hope & Healing in Phoenixville and Kennett Square. We need individuals comfortable with heights and experienced in hanging twinkle lights to support us at each of these locations *before our Light the Night event in early October (date TBD each year)*.

DOMESTIC VIOLENCE AWARENESS MONTH LIBRARY DROPS

(Opportunities Coordinated with Director of Education Programs)

Each October, DVCCC partners with local, community coffee shops across the county to provide them with Domestic Violence Awareness Month themed coffee cup sleeves for October. DVCCC's Director of Education Programs will provide the boxes of coffee cup sleeves to volunteers interested in distributing to coffee shops in their (or any) community.

**Must be completed in SEPTEMBER.*

FRIENDS OF DVCCC COMMITTEE

(Opportunities Coordinated with Director of Philanthropic Partnerships)

The Friends of DVCCC Committee is responsible for supporting the planning and realization of DVCCC's annual fundraising event, "All That's Purple." Collaborative skills are required. Committee members are responsible for choosing and securing an adequate event venue, coordinating event details with venue staff and hosts/guest hosts, planning a menu and event entertainment schedule. Supports solicitation of sponsors, auction donors, and sales of guest tickets.

EVENTS VOLUNTEERS

(Opportunities Coordinated with Director of Philanthropic Partnerships)

Volunteers who can be available to assist with transporting, setting up, breaking down, and staffing support for any of DVCCC's special fundraising events throughout the year – most importantly, the annual Gala event but also including partnered fundraisers.

**May be required to speak in front of event attendees to say thank you for 5 – 10 minutes (staff will provide a script) – may NOT answer questions unless they've completed the 40-hour direct service volunteer training.*

ADOPT A FAMILY EVENT SUPPORT VOLUNTEER

(Opportunities Coordinated with Adopt a Family EVENT Coordinator Volunteer)

Each December, DVCCC encourages volunteers to assist us for shifts throughout a full weekend of gift collection and distribution – these volunteers will primarily support the organization and collection of gifts at the site of the distribution event, as well as any additional support to Adopt a Family coordinators, as needed. Role is in-person at the designated event location with flexible hours over the course of the weekend. Physical role that requires lifting and carrying of gifts and donations, upwards of 25 lbs.

GROUNDS/BUILDING MAINTENANCE VOLUNTEER

(Opportunities Coordinated with Director of Administration)

These volunteers (can be individuals or groups - groups are encouraged) assist with both grounds' maintenance (weeding, gardening, repair, etc. of the outdoor areas at DVCCC properties) as well as building maintenance (painting, repair, building and/or moving of furniture, etc.) on both an ongoing (weeding, snow removal support, etc.) and/or as-needed basis.

DONATION ORGANIZATION VOLUNTEER

(Opportunities Coordinated with Director of Administration)

Throughout the year, DVCCC receives countless in-kind donations from our community. Unfortunately, sometimes this causes a bit of disorganization in the spaces in our building that house donations. We are always looking for volunteers who can assist in ongoing opportunities to organize our donations – both organizing the donation rooms, and packing/preparing shelter resident intake bags (bags of supplies/gifts we provide to every new resident). Ongoing monthly and/or quarterly support may be preferred.

SANITATION VOLUNTEER

(Opportunities Coordinated with Director of Administration)

DVCCC's main site is home to legal and counseling offices as well as housing facilities. Hundreds of survivors and families come through our building each month. In this, we are always in need of support in keeping our building clean and bright! Anyone interested in ongoing cleaning opportunities for our facilities (groups and individuals) are welcome to support in this area!