

Lucie's Place Independent Living Program is a four bed long term home for homeless LGBTQ young adults (ages 18-25). Lucie's Place is seeking already trained volunteers, who would be able to work a few shifts at the home, allowing the Resident Advisor (RA) time off for self-care and time away from the home.

The information below outlines the expectations of that volunteer role.

Duties/responsibilities of volunteers

- Ensure the overall safety of the Lucie's Place home and residents.
- Confirm that all residents are observing curfew.
- Document and update Lucie's Place staff on any resident actions that the organization needs to know about. This includes residents breaking curfew, not doing a chore, not showing up at night, being disrespectful, coming home obviously intoxicated, causing noise/disruption after lights out, etc. Once the RA returns, they will review the notes and perform write-ups as necessary. The volunteer RA will not be responsible for creating write-ups or administering any disciplinary action, of any kind.
- Hang out at the house and interact with residents as needed/wanted. Volunteers are free to cook, watch TV/movies, bring a computer and surf the web, read a book, play a game with residents, work on art, etc.
- Take appropriate action if a safety or emergency situation arises.
 - Safety concerns (violence, robbery, vandalism, etc.) - Contact the Police department if you feel there is a direct threat. Next, contact the individuals on the emergency contact sheet, left at the home, in order as they appear on the list, until you are able to speak with someone.
 - Resident Physical or Mental health - Contact emergency services, if needed. You are not responsible for transporting residents to emergency services. Next, contact the residents case manager and listed emergency contact. Next, contact the individuals on the emergency contact sheet, left at the home, in order as they appear on the list, until you are able to speak with someone.
 - Catastrophic Property Damage (fire, flood, etc.) - Contact the necessary emergency services. Next, contact the individuals on the emergency contact sheet, left at the home, in order as they appear on the list, until you are able to speak with someone.
 - Only current residents, Lucie's Place staff and approved volunteers are allowed to be at the home or on the property. No past residents, friends, family members, partners, etc. In the case of an unapproved person on the property or in the home, first ask them to leave. If that is unsuccessful,

contact the police, lock the door(s) and wait for the police to arrive. Next, contact the individuals on the emergency contact sheet, left at the home, in order as they appear on the list, until you are able to speak with someone.

Logistics

- Lucie's Place will provide a blow up mattress, which the volunteer RA will sleep on. This bed will be placed in the living room/common hour, so it should be inflated after the home has shut down for the night.
- There is on site, off street parking available for your vehicle.
- The volunteer RA will meet with the primary RA and visit the home, before their shift at the home.
- The door(s) to the home should be closed and locked at all times. When no one is in the home, the alarm should be set to "Away". When individuals are in the home, the alarm should be set to "Home". You will be provided with a code to open the door and disarm the alarm.

Typical hours/shifts *denotes maximum priority shifts that must be filled

- Friday
 - 6:00PM - 12:00 AM*
- Saturday
 - 12:00 AM - 8:00 AM*
 - 8:00 AM - 12:00 PM
 - 12:00 PM - 4:00 PM
 - 4:00 PM - 8:00 PM*
 - 8:00 PM - 12:00 AM*
- Sunday
 - 12:00 AM - 8:00 AM*
 - 8:00 AM - 12:00 PM