

Life Choice Pregnancy Services of WNC
Volunteer Job Description

Volunteers that work with Life Choice Pregnancy Services, either as a client advocate or in some other active role (both in the office and outside of the office) are responsible for:

Reading and understanding the following:

Mission and Vision statements
Statement of Faith
Code of Ethics Policy
Commitment of Care and Competence
ByLaws of the organization
Policies and Procedures
Statement of Client Confidentiality

Volunteers will be required to complete a Volunteer Application.

All Volunteers will be required to enter into a Confidentiality Agreement with Life Choice.

Volunteers will be responsible for keeping track of hours served by signing in and out when they are in the center or, if working outside of the center, letting the Executive Director or Chairman of the Board of Directors know of hour count.

If a volunteer is unable to be at the center at their prearranged time, they will call 24 hours in advance to let the Executive Director know if possible.

All volunteers must attend Orientation class.

Volunteers who work directly with clients must attend Heartbeat's Love Approach training, which will be held once a year at the center.
Training manuals will be provided.

As possible, all volunteers must attend any volunteers meetings that are scheduled throughout the year.

All volunteers must read the Volunteer Training Manual, educational materials, brochures that are given to clients, and other books that will be provided by Life Choice.

Any problems, concerns, complaints or questions that volunteers have can be immediately addressed by either the Executive Director or the Chairman of the Board of Directors.