

THE DENVER CENTER FOR CRIME VICTIMS
Job Description

- Job Title:** Agency Staff Support – Volunteer Position
- Purpose:** Volunteers are trained to support DCCV and TI Center staff. Volunteers offer clerical support by assisting with the day-to-day activities of the agency.
- Reports To:** Director of Administration or Director of Translation and Interpreting Center
- Contact:** Kathi Fanning, M.S., L.P.C. (303) 860-0660
email: kfanning@denvervictims.org
- Responsibilities:**
1. Assist staff in the preparation materials, completion of projects and routine office support.
 2. Maintain and update client files
 3. Gather, organize and update agency informational materials.
 4. Draft transmittal letters and other correspondence.
 5. Answer phones and staff front desk
 6. Any other related duties as assigned by DCCV clinic staff.
- Qualifications:** 18 years of age or older; nonjudgmental attitude toward victims/survivors of crime; good communication skills; ability to work well with a wide range of people. Bi-lingual Spanish preferred. Bilingual volunteers may have opportunities for direct client contact. Previous law office experience helpful.
- Special Requirements:** Complete initial training; minimum six months commitment to program; background records check.
- Benefits:** Advocates will be provided on-going training and will gain direct experience in providing agency support. Participation will enhance the community responsiveness to rights of victims and survivors of crime.

The DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).