



Lilyfield, Inc.

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www.lilyfield.org • www.empowerfamilies.okc.org

Volunteer Connector
Check and Connect Program
Position Description

Purpose

Lilyfield, Inc. is an independent 501(c) (3) organization whose mission is to provide stable, loving families for at-risk children and youth. Lilyfield's two generation (2Gen) approach focuses on family well-being by working with the whole family, providing strategic and simultaneous support to children and their caregivers. Our specific service areas include mental health counseling, parent support and education, mentoring, child-care programs, after school programs, pregnancy support services, and foster care. Lilyfield deploys volunteers in its EmpowerOKC and EmpowerTulsa program, which is designed to prevent the circumstances that lead families to be involved with the child welfare system.

Volunteer Connectors will provide Check & Connect structured mentoring services to an assigned caseload of students in Oklahoma City Public Schools or Tulsa Public Schools.

Duties & Responsibilities

- Conduct pre/post assessment of students
- Meet weekly for one hour with students on caseload for at least 10 weeks within the school
- Communicate weekly with parent/caregiver of students on caseload
- Work collaboratively with family, teachers, and other adults to support students
- Obtain and report data weekly on students on caseload
- Prepare and submit reports on services provided
- Provide resource referrals to students and families
- Participate in regular meetings
- Conduct program outreach and partnerships with community groups

Classification

This position is a volunteer position.

Qualifications

- Meet eligibility requirements:
 - At least 18 years old
 - Be a U.S. Citizen or legal permanent resident
 - Complete volunteer application process
 - Complete Background Checks
- Reliable transportation
- If driving, Driver's License and good driving record

Time Commitment

- Volunteer Connectors will meet with assigned students for 1 hour each week per student for at least 10 weeks throughout the school year.
- The Check and Connect program is intended to be a 2 year commitment.
- At least 2 hours a week for documentation and consultations with parents and school staff.
- Some training hours will be required as well.

Desired Character Strengths

Dependability, Compassion, Creativity, Discernment, Discretion, Initiative, Flexibility, Justice, Resourcefulness, Truthfulness, Thoroughness, Virtue, Tolerance

Education/Training

- High School Diploma or GED

Competencies/Requirements

- Ability to work on a team
- Strong interpersonal skills
- Verbal and written communication skills
- Basic Computer skills
- Time management skills; ability to meet deadlines
- Strong self-initiative and self-motivation
- Willingness to learn new skills and take direction
- Ability to use discretion when discussing sensitive or confidential information

Preferred Skills/Background

- Bilingual, Spanish and English
- Understanding of child development
- Understanding of trauma, its impact on child development, and trauma-informed care
- Interest or background in nonprofit and/or human service work
- Motivational interviewing and/or assessment skills
- Volunteer Management skills
- Commitment to national service and desire to help strengthen local communities

Benefits

- Training & Professional Development
- Health Benefits of Volunteering
- Increase Sense of Purpose