



Public Allies Service Volunteer Job Description



Agency: Stepping Stones

Location: Bloomington, Indiana

Hours: 40 hours per week; 32 at Stepping Stones, 8 at Indianapolis Neighborhood Resource Center

Pay: Compensation is provided through Public Allies

Application to Public Allies is required first:

http://www.publicallies.org/site/c.liKUL3PNLvF/b.2954211/k.2F7E/Application_Deadlines__Contacts.htm

Goal: To build Stepping Stones' capacity for serving homeless youth, and to provide a Public Allies intern the opportunity to take on a meaningful leadership role within our organization.

Objective 1: Create sustainable programs that effectively meet our residents' needs

Description Guided by research into evidence-based best practices, the Public Ally will assist in designing, implementing, and creating documentation for programs that support the Stepping Stones mission and values.

Activities may include:

- Creating and administering needs assessments
- Researching best practices for service delivery
- Collaborating with staff and residents to meet agency needs
- Planning and delivering programs and their residents, including weekly educational sessions to be delivered at the residents' group meeting

Objective 2: Develop community partnerships to expand the reach of Stepping Stones' programs and services

Description Stepping Stones often relies on the support of community collaborators to support our programs and residents. Support may include donations and in-kind support in the form of volunteers and external service providers.

Activities may include:

- Recruiting volunteers through community events and help with training
- Representing Stepping Stones and its mission in the larger community
- Researching and writing grant proposals
- Soliciting opportunities for community collaboration and program delivery assistance

Objective 3: Take on a leadership role in Stepping Stones program and service delivery

Description The Public Ally will be actively involved in program and service delivery alongside staff. As a small agency, the Public Ally will not only work to build the capacity of service delivery at Stepping Stones, but also model effective service delivery and program participation when appropriate.

Activities may include:

- Participate with special events that fund program initiatives
- Collaborating with staff, interns, volunteers, and other partnering agencies
- Attending staff meetings and trainings
- Maintaining case notes and providing monthly reports
- Assisting in direct service delivery as applicable

Contact Alysia Fornal, afornal@steppingstones-inc.org with any questions.



A United Way Funded Agency

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