

## NORTH CENTRAL VERMONT RECOVERY CENTER

### Job Description

**Title: Volunteer Peer Recovery Support Worker**

**Reports to: Operations Manager**

**Revision Date: 6/29/21**

#### Summary

A volunteer at NCVRC is responsible to assist in keeping NCVRC clean, organized and welcoming. They assess what guests need, either in person or on the phone, and direct them to the appropriate staff member or resources. This person respects that we support many pathways to recovery and is able to warmly support all guests equally.

#### Primary responsibilities

- Responsible for answering the phones and greeting guests at the front desk
- Contribute to the cleanliness of the facility
- Provide Peer to peer support as a person in recovery from addiction
- Help guests to feel welcome, accepted, and respected
- Handle all aspects of the role in a professional manner and act as a positive role model inside and outside of the organization
- Watch for and recommend potential volunteers to the volunteer manager
- Keep learning and improving skills and knowledge
- Look for ways to keep guests engaged with NCVRC
- Keep the Center a safe, clean and a welcoming place to visit.
- Other duties as assigned

#### Qualifications

- An understanding of addiction recovery
- Personal experience with addiction
- A desire to help others
- Organized, neat, team player