



FAMILY JUSTICE CENTER  
SAFETY | HEALING | COMMUNITY

## **VOLUNTEER OPPORTUNITIES:**

**CENTER HOST:** As a host for our evening or weekend programs, you will assist program participants by answering questions they may have about the Family Justice Center. Tasks include the following:

1. Opening and closing of the center to meeting/event facilitators and participants
2. Assisting with the usage of our facilities and equipment
3. Welcome new groups and introduce the Family Justice Center
4. Provide communication needed between the meeting/event facilitators and Family Justice Center

**OUTREACH SPECIALIST:** Conduct outreach at community events. You will pick up and drop off materials needed from the center, set up and clean up the materials, and talk to participants of the events about the Family Justice Center.

**CHILD CARE:** Assist with providing childcare for participants in evening or weekend programming. To ensure quality care, you will meet the following standards:

1. Completed Live Scan background check or Trustline Certified
2. TB Clearance
3. Completed CPR and First Aid training
4. Prior childcare experiences
5. Two references

**NAVIGATION ASSISTANT:** Assist navigators with navigation tasks that could include:

1. Assisting with 90-day Follow-ups
2. Calling clients for upcoming Long-Term Safety Programming opportunities
3. Other office administration support

**INTERPRETER:** Provide interpretation or sight translation for Family Justice clients who do not speak English. You will provide interpretation support in person or via phone mostly during business hours. We welcome any language, including Spanish, Mandarin, Arabic and Vietnamese.

**MEDIA SPECIALIST:** Help maintain online presence for the Center, develop and post content designed to engage community members, and request contact and graphics from Family Justice staff and partners as appropriate.

**PHOTOGRAPHER/VIDEOGRAPHER:** Take high-quality photographs and/or film 1-3-minute videos at designated Center events.

**For more information please contact: Andrea Rios, 925-521-6366, [andrea@cocofamilyjustice.org](mailto:andrea@cocofamilyjustice.org)**