



Tennessee SHIP/SMP Administrative In-Kind Staff or Volunteer



- Purpose or Role:** This role will allow in-kind staff and volunteers to assist TN SHIP/SMP paid staff with administrative duties at the TN SHIP/SMP office, event, or other location that they were trained on during one-on-one training or in the Tennessee SHIP/SMP Initial Volunteer Certification Training.
- Position Title:** Tennessee SHIP/SMP Administrative In-Kind Staff or Volunteer
- Department:** Tennessee SHIP/SMP located within the statewide Area Agency on Aging and Disability network and Family and Children’s Service.
- Essential Duties and Responsibilities:**
- Assist in the administrative needs of the TN SHIP/SMP staff such as, but not limited to, copying, filing, data entry, mail outs, and distributing materials to the community
 - Ask the TN SHIP/SMP staff question about tasks that you are unclear about performing
 - Report your administrative activities to your volunteer program coordinator on a monthly basis
 - Keep any information about the clients personal information or file confidential
 - Request materials needed to your volunteer program coordinator as you need them to perform the task you were assigned.
- Reports to:** TN SHIP/SMP Volunteer Program Coordinator
- Length of Appointment:** An in-kind staff or volunteer can serve in this position for as long as they are able to perform the essential duties and responsibilities of this role to the best of their abilities.
- Time Commitment:** Tennessee SHIP/SMP would appreciate a minimum of eight (8) hours of in-kind staff or volunteer serve each month for this in-kind staff or volunteer role, as available.
- Qualifications:**
- Complete the required 1-2 hours of program overview
 - Attend quarterly updates, meetings, and/or trainings as requested
 - Successfully pass the TN SHIP/SMP Screening Process
 - Sign all required documents including, but not limited to, Conflict of Interest and Confidentiality Agreements located on the last two (2) pages of the TN SHIP/SMP Volunteer Risk and Program Management Manual
- Support Provided:** Tennessee SHIP/SMP provides training, resources and technical assistance to all in-kind staff and volunteers no matter the role they serve. The Tennessee SHIP/SMP Volunteer Program Coordinator is responsible for distributing information the program feels is important for the in-kind staff and volunteers to know and will do so at their digression or at the in-kind staff or volunteers request. At any time an in-kind staff or volunteer is in need of assistance or guidance while conducting an activity for TN SHIP/SMP they are welcome and encouraged to contact their volunteer program coordinator.