



**Bridgeway**  
Freedom Through Recovery

VOLUNTEER POSITION

<b>Position Title</b>	Program Support
REPORTS TO (title)	Program Supervisor
DEPARTMENT NAME	

**1. PRIMARY PURPOSE**

Provides various program-specific support functions.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Volunteers may choose to perform the following program-specific duties:*

- Assist staff with client projects;
- Provide transportation (using Bridgeway's vehicle) for residential and detox clients;
- Assist staff on client outings and trips;
- Provide assistance to maintenance staff with various facility repairs and maintenance-related tasks;
- Participate and assist in development of client activities;
- Assist with coordinating special events;
- Performs other duties as needed.

### 3. ABILITIES

- Maintain positive relationships with other volunteers, clients, staff or guests,
- Value the philosophy of Recovery (Recovery from mental health conditions or addictions).

### 4. REQUIREMENTS

- Regularly attend Bridgeway meetings,
- Give advance notice if you cannot attend a meeting or your scheduled volunteer activity,
- Actively participate.

### 5. SCHEDULE

Based on volunteer availability and agency needs.