

**Haven House Services
Volunteer Position Description**

Job Title: Interpreter/Translator
Department: Second Round Boxing
Reports To: Program Supervisor/Volunteer Coordinator
Last Reviewed: 03/12/2018

SUMMARY:

Primary role would be to assist with Second Round program orientation, which includes helping Spanish-speaking families complete intake paperwork and explaining program rules and guidelines. Additional assistance needed with translation of documents from English to Spanish and communication between program staff and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES (may include but not limited to):

- Assist program staff in working with Spanish speaking youth and families by translating Spanish to English and vice versa.
- Assist program staff in communication efforts with families and youth by interpreting/translating during program orientations, intakes, assessments and service planning.
- Respect the client rights of youth and families by only translating and not providing case management.
- Complies with confidentiality, licensing, and legal requirements.
- Displays sensitivity to the service population's cultural and socioeconomic characteristics.
- Participates in agency trainings.
- Strives to embody the agency's Code of Ethics while working towards the agency's Mission.
- Other duties as assigned.

QUALIFICATIONS:

Education: High school diploma or general education degree (GED)

Commitment:

- 3-6 month commitment
- Available 1st and 2nd Tuesday of the month, 3-7PM
- Additional hours as needed

Other Requirements:

- Fluency in Spanish
- Must be at least 18 years of age
- Acceptable background report

If interested in applying for this volunteer position, please fill out the volunteer interest form on our website and indicate you are specifically applying for this position.