

Position Title: Speech-Language Department Volunteer

Reports to: Gina Cato, Chief Speech-Language Pathologist

Overview of the position: Help the Center's Speech-Language Pathologists prepare for evaluations and therapy sessions.

Specific Responsibilities:

- Occasional creative projects.
- Organizing supply closet and test file cabinet.
- Copying materials.
- Putting activities together for therapy sessions or take home materials.
- Creating speech flyers and handouts.
- Cleaning toys.
- Placing phone calls.

Time commitment: Two hours per week. A minimum of 40 hours is required.

Qualifications:

***Age requirements:** Must be at least 16 years of age.

***Skills/education:** An Education or Communication Disorders major is preferred.

***Experience:** Background in Education or Speech-Language is a plus but not required.

***Training and screening required:** an orientation with the Volunteer Coordinator and Chief Speech-Language Pathologist. Note: the Speech Language Department Volunteer will not be working directly with clients but helping behind the scenes offering direct support to the Center's Speech Language Pathologists.

Benefits to the Volunteer:

Volunteer on an as-needed basis, when you have the time, gain/increase knowledge about communication disorders and help the Center fulfill its mission. Also, it can strengthen a resume, especially if majoring in Communication Disorders or Education.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____