**MDC Volunteer Position Description Summary**

* Telephone Recovery Support   
  Call participants at regular scheduled intervals to provide support, connect people with resources and expedite an intervention when relapse occurs.
* RCC Receptionist  
  Provide customer service by attending to the needs of phone inquiries, requests, center visitors, volunteers and directing them to proper resources or individuals.
* Peer Group Volunteer   
  Act as a model of recovery for the recovery center. Facilitate MDC meetings in an organized manner.
* Vocational Support

Assist and provide support for recoverees’ computerized vocational needs such as e-mails, resumes, cover letters, job search, and online applications.

* Center Operations & Maintenance  
  Perform light custodial & housekeeping duties. Assist in maintaining a clean and orderly center and grounds.  
  + Administrative Support  
    Assist and support MDC staff in a variety of administrative, clerical, and fill-in duties. This includes assisting with social media, such as Facebook.
* Greeter   
  Act as a model of recovery for the recovery center. Shows visitors around the Recovery Community Center and provides an overview of MDC and all Gateway, RCC activities.
* Recovery Coach  
  Interest in promoting recovery by working as a personal guide and mentor for people seeking or in recovery.
* Community Relations

Act as a liaison by promoting MDC Recovery Community Center programs and activities in the community through one or more of the following: distribute and monitor literature, organize presentations, speak with service providers, provide positive faces of recovery to the public, and participate in state boards or committees. Advocates for the recovery community by putting a face on recovery at the local or state level.

* MDC Events Position

Act as a liaison by promoting MDC prevention, harm reduction and Gateway, Recovery Community Center programs and activities. Put a face on recovery during local fundraising and community events.

* Social & Community Committee

To assist in the development, maintenance, and progress of Gateway, Recovery Community Center activities.