

# Hillsborough County GAL Volunteer Position Description

*Please review this document very carefully. If you are still unsure if this is the volunteer endeavor for you, please talk with your Volunteer Training Coordinator, AJ Faryniasz. Becoming a certified GAL volunteer requires a serious commitment and desire on your part to accept the duties and responsibilities associated with representing the child(ren) on your case.*

**Purpose:** The Hillsborough County Guardian ad Litem (GAL) Program is based on the belief that every child has a right to a safe, permanent, loving home. Volunteers advocate for children who have been removed from their home due to abuse, abandonment, or neglect. They “lend” their VOICE to a child who otherwise would not have one.

**Volunteer’s Overall Responsibility:** A GAL is a volunteer appointed by the court to advocate for a child. The volunteer works as part of a team with a volunteer supervisor and a program attorney becoming familiar with the child and the child’s case, making recommendations to the court to help ensure a safe, caring, stable and permanent environment for that child.

**GAL Program’s Responsibility:** To be available to guide the volunteer, answer any questions the volunteer has, be a support resource for the volunteer, and to advocate to the best of our ability for every child the Program is appointed to.

## **Example of Volunteer Duties:**

- 1.) Visit the child(ren) on your assigned case a minimum of every 30 days.
- 2.) Maintain regular contact with assigned Volunteer Supervisor and Program Attorney.
- 3.) Maintain written documentation of interviews, telephone contact, visits, etc. with all parties involved in the case
- 4.) Send in case notes and child visit form to Volunteer Supervisor at least on a monthly basis.
- 5.) Contact Volunteer Supervisor or another Program Staff if you have any questions and/or concerns regarding your case.
- 6.) Attend, when possible, all meetings involving the child(ren) in order to keep informed on the child’s permanency plan.
- 7.) Attend, when possible, court hearings.
- 8.) Submit written reports 14 business days to the GAL office prior to court.
- 9.) **Adhere to the GAL Code of Conduct at all times**

## **Benefits of becoming Guardian ad Litem Volunteer:**

**The opportunity to make a significant impact in the life of a child!**