



Minnesota Alliance on Crime Volunteer and Intern Job Description

A volunteer/intern is defined as a person working for the Minnesota Alliance on Crime on a full-time or part-time basis who receives no compensation for his/her work. A volunteer/intern is not given the responsibilities or benefits of an employee. Volunteers will work under the direct supervision of MAC staff and/or board members.

EXPECTATIONS OF A VOLUNTEER/INTERN:

It is the policy of Minnesota Alliance on Crime that its board members and staff (employees, interns, and volunteers) uphold the highest standards of ethical, professional behavior. To that end, the Minnesota Alliance on Crime board members, staff and volunteers shall:

1. Act in such a manner as to uphold and promote the core values, integrity, and the dignity of the Minnesota Alliance on Crime.
2. Treat all persons with respect and consideration and without regard to race, color, religion, sexual preference, political affiliation, marital status, place, of residence, disability, financial status, age, or other consideration prohibited by law.
3. Engage in carrying out the Minnesota Alliance on Crime's mission in a professional manner.
4. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities.
5. Avoid any interest or activity that is in conflict with any official duty at the Minnesota Alliance on Crime.
6. Respect and protect privileged and confidential information.

DUTIES OF A VOLUNTEER/INTERN:

Volunteers/Interns will be asked to assist with duties related to carrying out the day-to-day business of MAC and special events. Volunteer activities may include:

- Clerical/Administrative
- Research
- Special Event Support
- Other as assigned

MAC's Mission Statement

The mission of Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

MAC's Core Values

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We seek to ensure a criminal justice system that is fair and accessible to crime victims, and meaningful rights for crime victims are routinely honored.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation, and violence.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence and exploitation.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence and exploitation.
7. We promote and encourage the leadership of victim/survivors in guiding our advocacy, policy, and training efforts.
8. We affirm the power of collective and collaborative efforts to advocate with social systems and institutions in order to end violence and exploitation.
9. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of crime victims.
10. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.

I have read and agree to promote MAC's mission and core values

Signed: _____

Date: _____