Shelter & Hotline Volunteer (4 hours/week)

Summary of Role: Our Shelter & Hotline Volunteer will assist with various tasks including assisting shelter residents, responding to the 24-hour hotline, and administrative duties, such as making copies.

Duties and Responsibilities may include but are not limited to:
- Assist shelter resident with their daily needs
- Respond to the 24-hour hotline as needed and directed by their supervisor
- Filing, making copies
- Assist with food preparation and organization and cleaning of kitchen and pantries
- Organizing donations
- Stocking office supplies
- Stock resident hygiene area
- Escorting residents as requested to other partners in the building and giving a tour of the shelter
- Laundry
- Straightening and cleaning call center area
- Other tasks as assigned

Schedule:
- Minimum amount of hours per week or per month: **4 hours per week**
- Ideal or specific shift (days and times): **flexible, based on staffing and department need**
- Ideal or specific amount of time per shift: **4 hours**
- Ideal start date: **June 1, 2021**
- In Person or Virtual: **in person**

Required Experience/Education:
- Detail-oriented
- Experience working in a shelter environment preferred
- Trauma informed preferred
- Comfortable working with diverse populations
- Bilingual preferred
- GED or High School Diploma Required

Age Minimum: 18 or older

Additional Eligibility Qualifications:
- Ability to read and comprehend instruction, correspondence, files and data entry.
- Require the ability to operate a variety of standard business machines, such as a computer, a keyboard, photocopier, postage machine, shredder, etc.
- While performing duties on this job, the volunteer is regularly required to sit, stand, and use hand to handle or feel. The volunteer frequently is required to talk or hear.
- The volunteer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
Are you a match and interested?

**Current Volunteers:** Email VolunteerInfo@FamilyPeaceCenter.org and let us know!

**New Volunteers:** Please go to https://www.familypeacecenter.org/get-involved. Complete the “Volunteer Application – Ongoing Commitment” on the right hand side of the page and return to VolunteerInfo@FamilyPeaceCenter.org