



Office Support Volunteer

Job Description: Fulfill the duties of the Office Support position in order to assist the staff in shelter operations.

Duties and Responsibilities

1. Act as an ambassador of Sacred Heart Shelter at the door and on the telephone.
2. Provide accurate and appropriate referral assistance to those seeking shelter.
3. Take complete and accurate messages for the staff and residents.
4. Perform administrative duties delegated to you by the staff.
5. Sort and organize in-kind donations, help tidy office and storage space.
6. Handle crisis situations calmly and responsibly as necessary.

Qualifications

1. Interest in serving homeless families as they return to stability.
2. Ability and desire to interact positively, professionally, and compassionately with homeless families from diverse racial, ethnic, and cultural backgrounds.
3. Must be able to pass the Washington State Patrol background check.

Benefits

1. Opportunity to serve and support homeless families.
2. Increased understanding of homelessness and its surrounding issues.
3. Increased knowledge of community resources.
4. Hands-on experience with the working model of a shelter.
5. Opportunity to contribute to the improvement of the lives of others.

Time Parameters

1. Must commit to coming once a week for a minimum 2-hour time frame.
2. Must commit for at least 3 months.

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