



Volunteer Opportunity: New Beginnings Center Front Desk Assistant

Our **New Beginnings Center** is an 80-bed shelter for adults experiencing homelessness in Marin. The center at 1399 N. Hamilton Blvd. opened in 2000 with services that include daily meals, counseling, help with job and housing search, and specialized programs for veterans.

Shifts available: Thursdays or Fridays , 9 a.m. to noon

This is an excellent opportunity to learn about and play a practical role in resolving the issue of homelessness by providing direct assistance to residents and staff. We are looking for people who will have a regular weekly role in our programs.



Working under the supervision of program staff, volunteers will have a range of responsibilities:

- Meet and welcome residents into the facility
- Answer phones and take messages for staff
- Give bus tickets to residents
- Cover front desk during staff meetings or breaks
- Accurately perform regular office tasks

Qualifications: We are looking for volunteers who are organized, reliable, kind, and approachable. Volunteers need good communication skills, a commitment to confidentiality and the ability to exercise professional boundaries. Familiarity with local resources or an interest in learning about them will be beneficial.

Interested? Contact Community Engagement Coordinator Andrea Rey at arey@hbofm.org or 415-382-3363 ext. 212.