



## **Volunteer Opportunity: Jonathan's Place Front Desk Assistant**

Jonathan's Place is a sparkling new building in San Rafael that hosts year-round shelter services for adults and supportive housing for 32 people on the upper floors.

**We are looking for volunteers to help in shifts of 2-4 hours, which may be flexible depending on your schedule.**

This is an excellent opportunity to learn about and address in a very practical way, the complex issues of homelessness by providing direct assistance to residents and staff.

Working under the supervision of program staff, the responsibilities include:

- Answering phones and taking messages for staff
- Cover front desk during staff intakes, meetings, or breaks
- Answer questions from residents
- Accurately perform regular office tasks such as filing
- Help organize the dining area and set up self-serve lunch options



### **Qualifications:**

We are looking for volunteers who are organized, reliable, kind and approachable. Good communication skills, a commitment to confidentiality and the ability to exercise professional boundaries are very important. It would be helpful to know a little bit about community resources or have an interest in learning about them. Able to lift up to 25 lbs.

**To learn more, please contact Community Engagement Coordinator Andrea Rey at [arey@hbofm.org](mailto:arey@hbofm.org) or 415-382-3363, ext. 212.**

**Jonathan's Place is located at 190 Mill Street, San Rafael, CA 94901**