Job Description

Poverello House Women's Day Coordinator
Hours: 10 to 15 hours weekly
Duties of the Poverello House Women's Day Staff Person include:

- Open the gate at 8:00 am and welcome the guests or assign the day's volunteers to do this.
- Make sure the guests sign in upon arrival.
- Serve breakfast and lunch and assist with the cooking, heating and setting up meals as needed.
- Assure that the house rules (sign-in, no smoking in the houses, no alcohol, drugs, or weapons, etc.) are adhered to and determine a reasonable response to those who do not adhere to the rules (example: warning, limited suspension, termination of privilege of coming to Poverello House)
- Work with the Poverello Volunteer Coordinator to make sure there is adequate volunteer coverage on Wednesdays.
- Provide orientation for guests who are new to Poverello House that includes a review of house rules and the signing of the guest agreement.
- Organize and maintain order in the Woman's clothing cabinet and oversee the distribution of clothing to the guests.
- Before leaving, ensure the house is clean and orderly.
- Report any maintenance concerns to live-in-staff persons. (Call or leave note)
- Receive visitors and accept donations graciously, obtain the names and addresses of donors and visitors and notify the treasurer of any monetary donations.

Skills, Abilities, and Qualifications

- ✓ Friendly, open disposition.
- ✓ Good listening and communication skills.
- ✓ Team player who looks for ways to help others.
- ✓ Ability to safely handle food and cook using proper cooking technique or to supervise others completing that task.
- ✓ Ability to make sound decisions quickly and confidently based on house rules and Board instruction.

Note: Upon offer of employment, the successful candidate will be required to undergo a background check which may include criminal records, drug testing, verification reports (e.g., identity, previous employment, education and social security number), driving records and reference checks.

Interested?

Go to: *tucsonpoverello.com/jobapplication or contact:*

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