

Volunteer Position:

Service Center Support

SUMMARY

Location:	520 NW Davis St, Suite 215
Supervising staff person:	Brie Kennedy
Department:	Housing & Support Services
Number of volunteers sought:	4
May a CAP client fill this role?	No
Volunteer Orientation required?	Yes

POSITION DETAILS

- Work with staff to greet clients and visitors, maintain the lobby
- One shift per week, 12:30 to 4:30pm Monday through Friday
- Applicants need strong customer service skills, ability to maintain confidentiality, and comfort with diverse populations
- Help keep community resources up to date and provide referrals
- Preferred experience with drop-in services or day centers
- Ability to use Microsoft Office, answer phone calls, schedule appointments
- Familiarity with general resources in Portland metro area
- Individuals living with HIV, people of color, LGBTQ individuals, and survivors of domestic violence are encouraged to apply

CONTACT

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