

Volunteer Position:

Service Center Support

SUMMARY

Location:	520 NW Davis St., Suite 215
Supervising staff person:	Hanna Gustafson
Department:	Housing & Support Services
Time Commitment:	12:30pm-4:30pm once a week
May a CAP client fill this role?	No
What training(s) are required?	Volunteer Orientation & HIV Basics Training

POSITION DETAILS

- Work with staff to greet clients and visitors, maintain the lobby
- Opening is 12:30pm- 4:30pm once a week, (Wednesday preferred)
- 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 social services at drop-in or day centers
- Ability to use MS Office and answer phone calls professionally
- Individuals living with HIV, people of color, LGBTQ individuals, and survivors of domestic violence are encouraged to apply

CONTACT

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