



Sarah's Circle

Helping Women Rebuild Their Lives

Sarah's Circle Front Desk Assistant

This volunteer position is responsible for supporting Sarah's Circle program staff members at the front desk in either the Daytime Support Center or Interim Housing programs. The front desk assistant should greet all visitors with a warm and welcoming attitude and assist staff in meeting the client's most immediate needs. Volunteers should be comfortable working in a fast-paced environment and able to be flexible by responding to staff's or clients' various requests. This role provides key programmatic support and directly supports women facing homelessness or in need of a safe space.

Volunteers are critical to Sarah's Circle's operations. Front Desk Assistant volunteers support the mission of Sarah's Circle by encouraging women to empower themselves by rebuilding both emotionally and physically, realizing their unique potential. They help expand the resources and services available to the women we serve beyond the limits of the budget. Volunteers also gain a deeper knowledge of the work of the organization and the women served, often becoming our best advocates in the community. Sarah's Circle volunteers help women rebuild their lives.

Responsibilities include:

- Greet all incoming visitors
- Inform new clients about available services, using the Daytime Support Center Brochure;
- Answer telephones and redirect calls as appropriate
- Control entrance access
- Distribute toiletries and other resources to clients
- Assist women who are in need of services from other agencies, using the Community Resource Brochure;
- Assist women with laundry
- Help maintain a calm and welcoming atmosphere

Qualification/Skills

- Excellent interpersonal and communication skills
- Competent in Microsoft Office
- Attentive to detail
- Ability to multi-task in a fast-paced environment

Requirements

- Attend orientation training session
- Agree to Sarah's Circle's Volunteer Guidelines
- Understand and uphold Sarah's Circle's Volunteer Policies

Time Commitment: For 3-4 hours weekly. Daytime Center volunteers needed Monday through Friday during business hours. Interim Housing Volunteers needed anytime including evenings and weekends. Minimum 3 months required.