

VOLUNTEER OPPORTUNITY

(Updated: 9/12/2022)

Position Title: Front Desk Receptionist or Clothing Boutique Volunteer

Agency Name: Jubilee Women's Center

Agency Description: Jubilee provides safe, dignified and affordable community for single, homeless women in Seattle and a program that provides the education, services and support needed to transition into independent living. The Sisters of St. Joseph of Peace founded Jubilee in 1983 based on a vision of a better place for homeless women who need the time and a safe environment to transition out of crisis and into a more stable situation. Jubilee's program helps women gain the skills and confidence to rebuild their lives and make permanent life changes.

Position Description:

Front Desk Receptionist: The first point of contact to our organization, represents Jubilee Women's Center to donors, community members, and partner agencies, and offers information about housing, distributes donations, and makes boutique appointments. Also answers the door, phone calls, and emails in a way that accurately represents our agency and the values that we believe in. Regularly engages with community members looking for resources and helps navigate community services. Volunteers needed Monday: 9am- 1pm or 1pm-5pm, Tuesday: 9am- 1pm, Wednesday: 12pm-5pm, Thursday: 1pm-5pm, Friday: 9am- 1pm or 1pm-5pm.

Clothing Boutique Shopping Assistant: Ensures a positive experience in Jubilee's free clothing boutique for all shoppers including community members, alumni, and residence. Assists in setting up the storeroom for shopping days, helps shoppers navigate the boutique, and ensures the is organized and restocked. Assists in community shopping days every Wednesday from 10:00am- 2:00pm. Volunteers needed Wednesday 9:30am- 2:30pm.

Qualifications: Good listening and communication skills; empathy and compassion for others; patience and understanding for folks in all walks of life; customer service or administrative knowledge.

Total number of weekly hours: 5 hours per week (minimum)

Days/Hours: 5 hours per week or more

Address: 620 18th Ave E

City, State, Zip: Seattle, WA 98112

Contact Person: Mady Whitnah, Volunteer Coordinator

E-mail Address: volunteer@jwcenter.org

Phone: 206-324-1244

Mailing Address (if different from physical location):

Web Address: www.jwcenter.org

Application Instructions: Email volunteer@jwcenter.org