



# Tacoma Rescue Mission

HELP • HOPE • HEALING

## High Impact Volunteer Job Profile

**Job Title:** Front Desk Assistant

**Job Location:** Ernie J Carino Safe Place for Women Shelter, Downtown Campus

**Supervisor:** Women's Shelter Supervisor

### Qualifications

- A heart to serve women through the organization of the Tacoma Rescue Mission ministries.
- A desire to use one's personal skills to make a difference with residents and work alongside staff.
- The ability and willingness to readily assist staff and follow their directions.
- While volunteering conduct yourself in a manner with Christian values, which the Tacoma Rescue Mission is based upon.

### Specific Job Qualifications and Skills

- Answer incoming calls
- Give information about available beds, shower times, Case Manager appts, etc.
- Greet incoming clients and visitors.
- Various light duty office tasks such as making copies, filing, etc
- Light cleaning, laundry, folding as needed
- Hand out shower and laundry supplies to clients

### Time Commitments and Options

- Day(s): Any day
- Hours: Mornings 8:30 – 12:00; Afternoons 12:00 – 3:00; Evenings 5:00 – 8:00
- Length: At least a 6-month commitment

Contact:

Volunteer Department ♥

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