



Program Support Volunteer

This volunteer position is responsible for supporting Sarah's Circle staff members during programming and activities in either the Daytime Support Center or Interim Housing program. The program support volunteers should be willing to complete a variety of tasks to help our Program Staff ensure that all daily programming and services are provided at the highest level of quality to all clients. This may look like answering phones at the front desk, helping clients access services like mail and laundry, or distributing in-kind donations to clients in need of specific items. Additionally, these volunteers should be comfortable engaging with clients in group and 1-on-1 settings and offering support during activities. This role provides key programmatic support and directly helps women who are facing homelessness or are in need of a safe space.

Volunteers are critical to Sarah's Circle's operations. Program support volunteers serve the mission of Sarah's Circle by helping expand the resources and services available to the women we serve beyond budgetary limits. 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 end homelessness for women.

Responsibilities include:

- Assist Sarah's Circle staff during regular program hours
- Greet all incoming visitors
- Assist with setting up before and cleaning up after the program
- Answer telephones and redirect calls as appropriate
- Oversee sign-in sheets for services offered
- Distribute toiletries and mail to clients
- Foster a positive and professional environment during program hours
- Support clients in need of assistance with program activities
- Help maintain an engaging and inclusive atmosphere
 - *Program Support Volunteers at the Interim Housing Facility should be willing to help in the kitchen as needed*

Qualification/Skills

- Excellent interpersonal and communication skills
- Organization and logistical skills
- Ability to carry ten pounds
- 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 2-6 hours weekly. Depending on availability: Daytime Center volunteers needed Monday through Friday during business hours, Interim Housing Volunteers needed anytime including evenings and weekends. Minimum 3 months required.