

Drop-In Center Admin Volunteer Position Description

Job Role: Drop-In Center Admin

Purpose: The purpose of this volunteer role is to provide a welcoming and safe place for youth experiencing homelessness.

Location: The HOPE 4 Youth Drop-In Center located at 2665 4th Ave, Anoka, MN 55303

Key Responsibilities:

- Greet youth coming and going into the facility.
- Manages flow of drop-in center.
- Have each youth participant complete a sign-in sheet and determine services for the day
- Complete administrative tasks as needed, like answering phones
- Check youth in and out using the Client Track system
- Works with Youth Support Advocates and Case Managers to ensure youth needs are met

Reports to: Program Manager for questions and scheduling. Case Managers when on duty

Time Commitment: At least two shifts per month. Drop-In Center Admin shifts are as follows: Mon – Fri: 11 am – 2 pm; 2 pm- 5 pm; 5 pm – 7:00 pm.

Qualifications:

- A passionate believer in the Mission of HOPE 4 Youth, which is to provide pathways to end youth homelessness
- Ability to maintain boundaries and enforce Drop-In Center rules
- Strong/Superior verbal communication skills
- Ability to work independently and in team environments
- Establish and maintain effective relationships with youth, volunteers, and staff
- Multi-tasking with basic office and computer skills

Required Training:

- Center Admin Training Shift with staff at the Drop-In Center
- Mandated Reporting training- 1.5 hours
- One YIPA online training in the area of Youth Development within the first 60 days
- One YIPA online training in the area of Intercultural Engagement within the first 60 days
- Participate in annual Volunteer meetings and trainings

Age Requirement: 24 years or older

Dress Code: Comfortable clothing

Benefits:

- This position allows you to make a difference for youth experiencing homelessness.
- An opportunity to make a difference in your community and to connect with other caring volunteers

