



NON-PROFIT HOMELESS SHELTER AND CASE MANAGEMENT SERVICES

Greeter, Phoenix Daytime Drop-In Center

Volunteer Position Description

Position Title: Volunteer Greeter

Position Overview: This person is the first face people see as they enter our Phoenix Daytime Drop-In Center, which is open Monday-Friday, 12-5pm. Shifts are flexible within the open hours; see Volunteer Coordinator Cheryl Lehman (cheryl@cuathome.us) to determine current availability. Greeters also answer phones and distribute mail, as many people who do not have their own addresses receive their mail here. Orientation is provided.

Responsibilities Include:

- Greet people warmly as they enter the Phoenix; visitors may include clients, donors, staff, and other volunteers
- Answer phones, take messages, and direct phone calls
- File and distribute client mail
- Fulfill requests from clients for available items, such as water, ice, snacks, etc.
- Generally be a positive presence

Qualifications:

- Friendly and reliable
- Comfortable with answering phones
- Able to alphabetize mail
- Age 18 years or older, or accompanied by a responsible adult

Benefits:

- Feel good about helping a great cause
- Meet new people, make new connections
- Have a voice in how we serve our homeless neighbors
- Build your resume and gain volunteer service experience

To apply:

- Visit www.cuathome.us and click on the VOLUNTEER button
- Email Volunteer Coordinator Cheryl Lehman at cheryl@cuathome.us

OR

- Call C-U at Home at (217) 819-4569 and ask to speak to Cheryl

C-U at Home
70 E. Washington Street, Champaign 61820
217-819-4569
www.cuathome.us