



NON-PROFIT HOMELESS SHELTER AND CASE MANAGEMENT SERVICES

## Setup Assistant, Phoenix Daytime Drop-In Center

### Volunteer Position Description

**Position Title:** Volunteer Phoenix Setup Assistant

**Position Overview:** The Phoenix currently runs out of the same space as our nighttime shelter, so we need someone to come in before the Phoenix opens to set up tables and chairs, make sure surfaces are cleaned, and set out coffee and snacks. The Phoenix is open Monday-Friday 12-5; the setup assistant would need to be available from 11-12. Orientation is provided.

**Responsibilities Include:**

- Set up tables and chairs
- Make sure surfaces are clean
- Set out coffee and snacks
- Other setup-related duties as assigned

**Qualifications:**

- Physically able to set up tables and chairs
- Reliable
- Available for at least one shift Monday-Friday 11-12
- 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](http://www.cuathome.us) and click on the VOLUNTEER button
- OR
- Email Volunteer Coordinator Cheryl Lehman at [cheryl@cuathome.us](mailto:cheryl@cuathome.us)
- OR
- Call C-U at Home at (217) 819-4569 and ask to speak to Cheryl

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