

Work Study Job Description

Job Title	Front Desk Greeter
Organization Name	Mary's Place
Job Location	1830 9th Avenue
Address	1830 9th Avenue Seattle WA 98101
Pay Rate	\$12 - \$
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	Tara Miller
Phone Number	206-621-8474
Email Address	tara@marysplaceSeattle.org
Website	http://www.marysplaceSeattle.org

Nature of Organization

Mary's Place empowers homeless women and children to reclaim their lives by providing shelter, nourishment, resources, healing and hope in a safe community.

Duties and Responsibilities

The front desk is a woman's first stop for resources. The greeters ensure that every woman and child feels welcome and helps them to find the daily resources they need such as shampoo, soap, toothpaste, toothbrushes, bags, and laundry soap. They also help the staff with donations that come in, and they run the lingerie program.

Minimum Qualifications

Friendliness, punctuality, organizational skills.

Educational Benefits

Building relationships with homeless women is vital to expanding one's view of people dealing with homelessness. Some of our clients work at the front desk as well, so this gives outside volunteers an opportunity to learn about their situations and thus be able to share with the greater community about how to aid these families. This is also a great way to gain experience with customer service.

How to Apply

Orientation and volunteer application required.

Job Number: 75MARY01 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%