



REACH Center of Hope - Job Description

Title: Admin Assistant

Description:

This position is located at the REACH Center of Hope at Renton City Hall.

The Center is a day shelter for homeless families that provides a safe space and hope to those who need it and helps build loving, understanding community.

We need volunteers to be a welcoming presence and to help keep our organization running. Looking for 10 volunteers to assist with administrative duties and welcoming residents. Work a 2-2.5-hour shift, 1-2 days a week or more if interested. Shifts are between 7:30 a.m. – 4:00 p.m.

Responsibilities:

- Escort clients in and out of Day Center.
- Answer phone.
- Schedule appointments.
- Use cart to bring in donations.
- Provide companionship and support to clients.
- Other administrative duties dependent on skill level and need.
- Help with meals and cleaning if needed and if willing.

Desired Qualifications:

- Excellent communication skills.
- Positive outlook.
- Friendly, outgoing.
- Flexible on duties.
- Familiarity with Microsoft products helpful.

Benefits:

- Using your gifts for a higher calling.
- Sharing your skills.
- Contributing to the community by helping others.
- Using skills in a new setting.
- Making new friends and new relationships.
- Developing a sense of accomplishment and self-worth.
- Facing new challenges.
- Being part of something bigger than yourself.
- Sharing in the lives of others.