

**Office Host**

**Purpose**

Provide a positive experience to people who contact or visit The Samaritan Inn including potential and current residents, members of the community, donors, and volunteer groups.

**Responsibilities**

* Greet visitors
* Answer the phone
* Provide basic knowledge about the Inn
* Direct and/or escort guests to their destination
* Sign-in volunteer groups
* Sign in new intakes and start initial paperwork if needed
* Assist the volunteer department with administrative tasks as needed (make copies, filing, data entry, etc.)
* Accept donations and complete appropriate paperwork

**Requirements**

* Comfortable working with a diverse group of people
* Friendly, flexible, and professional
* Basic phone and administration skills
* Able to serve for a 3-hour shift
* Adult and youth 14 or older with a parent or guardian



**Administrative Assistant**

**Purpose**

Assist staff with a variety of administrative tasks including daily needs, as well as special projects.

**Responsibilities**

* Data entry (including confidential and sensitive information)
* Organize, file, and purge files on occasion
* Make copies, assemble packets
* Organize supply items
* Assist with special projects

**Requirements**

* Detail oriented
* Independent worker
* Flexible
* Basic administrative skills such as data entry, filing, alphabetizing
* Comfortable with office equipment
* Basic experience with utilizing on-line systems
* Adult 18 years and older



**Childcare**

**Purpose**

Provide childcare for the residents at The Samaritan Inn while they attend required programs, classes, and meetings with their counselor and caseworker.

**Responsibilities**

* Sign each child in/out
* Provide a safe and nurturing environment
* Stay within the confines of the play room and outdoor playground (with prior staff approval)
* Engage children with creative play, books, games, etc.
* Alert the Information Center staff if any problems arise (injuries, behavioral problems, conflict with parents, etc.)
* Clean, sort, and organize toys/games/books

**Requirements**

* Comfortable with children of all ages and diverse backgrounds
* Flexible, kind, and responsible
* Adult or youth 14 and older with a parent or guardian



**Groups**

**Purpose**

Assist with major projects, resident activities, and special events.

**Opportunities**

* Sponsor and serve a meal
* Yard work/Landscaping/Trash pickup
* Bag Lunch Brigade- assemble bag lunches for our working residents
* Special Events (Gala, Inn Bloom, Rock the Inn)
* General Workday – current need on that day
* Angel Wings- clean and decorate a resident hallway or common area
* Plan, sponsor, and execute a resident activity
* Donation drive offsite
* Thrift Store
* Cleaning and organizing

**Requirements**

* Adult or youth 14 and older with a parent or guardian
* Groups must be willing to collect items for an urgent need or provide a minimum $100 financial contribution towards our mission
* Maximum group size 25
* Dates are subject to availability and are offered on a first come basis
* **Youth groups are required to have an adult or guardian present at all times (One adult per four kids)**



**Intake Host**

**Purpose**

The Intake Host is a critical member of the Information Center team. They provide information to residents, staff, volunteers and guests. The Intake Host is the primary liaison between IC staff and new intakes.

**Responsibilities**

* First point of contact with in-takes and processing of new residents
* Answer resident questions or refer them to the appropriate person
* Provide general assistance to Program Specialists
* Ensure rooms are clean and restock rooms with clean linens
* Responsible for maintaining the IC desk when staff is assisting residents and or intakes
* Assist residents with OTC medications and meals as needed
* Answer phone calls from the community and assist with referrals

**Requirements**

* Advanced training required
* Commit to a regular 4-hour shift on an on-going basis
* Must stay current with all aspects of the facility and services
* Comfortable in a fast paced, dynamic, and sometimes hectic environment
* Strong customer service skills
* Comfortable utilizing computer systems
* High level of confidentiality and discretion
* Comfortable working with a diverse group of people
* Adult 18 years or older



**Thrift Store Assistant**

**Purpose**

Assist the staff at the INN Style Resale Store. All proceeds from the Resale Store directly benefit the programs and services provided at The Samaritan Inn.

**Responsibilities**

* Receive, sort, and organize donations
* Plan and set up displays
* Clean as needed
* Light to heavy lifting

**Requirements**

* Able to stand on your feet for long periods of time
* Able to work in hot or cold temperatures
* Comfortable working with a diverse group of people
* Adult or youth 14 or older with a parent or guardian



**Computer Lab Monitor**

**Purpose**

Provide vital access to the computer lab so residents can conduct internet work searches, study, and update resumes.

**Responsibilities**

* Greet residents
* Ensure residents sign in and out
* Support residents with computer and online needs
* Basic monitoring of the Computer Lab

**Requirements**

* Basic computer skills
* Able to serve a 3 hour shift
* Comfortable working with a group of diverse individuals
* Adult or youth 14 or older with a parent or guardian



**Bag Lunch Brigade**

**Purpose**

Prepare bag lunches for residents that are off site during meal time (working, job searches, studying, etc.) and for vulnerable non-residents in the community seeking food.

**Responsibilities**

* Prepare 50 to 125 bag lunches depending on need
* Clean and setup area
* Check the sign-up sheet and with a staff member to verify the number of lunches needed
* Arrange bag lunches by date order so that older lunches are served first
* Deliver bag lunches from the kitchen to the resident building

**Requirements**

* Basic food handling skills
* Bag lunches are made daily at either 9am or 1pm
* We encourage groups to bring and donate the items needed including brown bags, bread, cheese, deli meat, chips, cookies and bottled water
* Individuals, families or groups (youth 14 or older must be accompanied by a parent or guardian)



**Donations Assistant**

**Purpose**

Assist Donation Manager with receiving, organizing, and inventory data management.

**Responsibilities**

* Help with receiving, organizing, moving, and recording inventory of donated items (food and supplies)
* Unload, load, and deliver supplies anywhere on the Inn property for stocking, restocking or maximizing storage space purposes
* Organize goods, stock shelves, pantries, and storage sheds

**Requirements**

* Light to moderate lifting
* Able to sort and organize all manner of goods and supplies
* Detail oriented
* Flexible
* Willing to assist in all areas of the Inn as it relates to donations
* Able to stand for long periods of time
* Adult or youth 14 and older with a parent or guardian



**Donations - INN Stock Shop**

**Purpose**

Manage the INN Stock Shop during shop hours so residents can place and pick up orders for essential hygieneitems.

**Responsibilities**

* Set up mobile cart for Inn Stock Shop in the pavilion
* Assist residents in selecting specific beauty items
* Interact with residents

**Requirements**

* Strong interpersonal skills
* Detail oriented
* Friendly
* Flexible
* Comfortable working with adiverse group of people
* Shop Hours: Tuesdays 6pm-8pm & Saturdays 10am-12pm
* Adult or youth 14 years or older with an adult or guardian



**Donations – Stocker**

**Purpose**

Stock building with linens, hygiene items, and other general supplies as designated by the Donation’s Manager.

**Responsibilities**

* Stock designated areas with needed supplies (linens, hygiene items, and general supplies)
* Flexible hours

**Requirements**

* Moderate to heavy lifting
* Able to work in hot or cold temperatures
* Able to climb stairs (2nd and 3rd floor)
* Able to stand for long periods of time
* Adult or youth 14 years or older with a parent or guardian



**Donations- Order Filler**

**Purpose**

Prepare hygiene orders for residents so they will be ready to pick up in the INN Stock Shop.

**Responsibilities**

* Pick up orders from the IC in the resident building
* Complete and label paperwork
* Bag items in the warehouse and deliver to the Inn Stock Shop in the main building

**Requirements**

* Detail oriented
* Light to moderate lifting
* Adult or youth 14 years or older with an adult or guardian



**Kitchen Assistant**

**Purpose**

Support the kitchen staff in preparing and serving meals for the residents.

**Responsibilities**

* Sort and organize canned goods in the pantry
* Assist with meal preparation including chopping and dicing food
* Assist with cleaning, sanitizing and organizing the kitchen and pantry
* Occasional light cleaning, mopping, or washing dishes

**Requirements**

* Food Handler Certification (obtain online for about $10)
* 3 hour shift
* Adult 18 years of age or older



**Meal Sponsor**

**Purpose**

Groups, companies, or families sponsor a meal to help offset the expense of serving three meals a day. In 2018, we provided over 142,900 meals. The chef prepares the meal and the group assists with kitchen duties and serves the meal.

**Responsibilities**

* Sponsor the meal- $200 Breakfast, $250 Lunch, and $350 Dinner (subject to change as we increase our capacity)
* Arrive 30 minutes prior to meal
* Breakfast is served during the week at 6:30am and on weekends at 7:30am
* Lunch is served at 11:30am
* Dinner is served at 6:00pm
* Duties will vary depending on the Chef’s needs, but may include: food prep, washing dishes, setting up before the meal, cleaning, taking out trash, wiping down tables and chairs, organizing the food pantry and storage, and

serving the meal

* Maximum of 12 people. The group will be divided up. Four people will serve the meal, drinks, and desserts while the rest of the group assists the kitchen staff with the above mentioned responsibilities.

**Schedule a Meal**

* Great for individuals, families or groups up to 12 people. Children under the age of 18 must be accompanied by an adult or guardian.
* Email volunteer@saminn.org to schedule a meal. Dates subject to availability and are offered on a first come basis.



**Special Events Committee**

**Purpose**

Committee members will assist in the planning and execution of the event. This includes logistics, sponsorships, procurement, guest experience, décor and implementation of each of the above.  Our Special Events raise the largest percentage of our annual budget and are critical to the continued success of The Samaritan Inn.

**Responsibilities**

* Soliciting auction items and/or sponsorships
* Creating and entering item descriptions
* Creating signs and display items
* Organizing items for display
* Packing and moving items to and from event location
* Setting up event
* Recruiting additional volunteer help
* Brainstorming and creating new opportunities for engagement/donations

**Requirements**

* Committee members are representatives of the Inn and must present themselves as such
* Must be able to take a project from idea planning to completion
* Adult 18 years of age and older



**Maintenance**

**Purpose**

Our maintenance team works directly with the Director of Operations to complete minor maintenance and upkeep of all the Inn’s facilities.

**Responsibilities**

* Volunteers should like working with their hands
* Perform basic repairs to the shelter such as plumbing, electrical fixtures, broken appliances/equipment and other minor repairs
* Provide maintenance to interior and exterior of the shelter including painting, carpentry, grounds clean-up, and new equipment/furniture installation
* Other tasks as determined by volunteer and shelter staff

**Requirements**

* Experience with basic maintenance tasks
* Knowledge of carpentry, painting, plumbing, etc.
* Good problem solver and detail oriented
* Ability to work independently and self-motivated
* Must be flexible and reliable
* Must be available to serve weekdays between the hours of 8am-5pm
* Adult 18 years of age or older



**Food Pick Up**

**Purpose**

Pick up food donations from local grocery stores and deliver to the Inn.

**Responsibilities**

* Pick up food donations from local area grocery stores, load vehicle, deliver, and unload at the Inn
* Pick up times are typically early morning or mid-afternoon
* Multiple options for days and times available

**Requirements**

* Valid driver’s license
* Must have a large vehicle or SUV
* Able to load and unload light to heavy donations
* Flexible
* Adult 18 years of age or older



**Ambassador**

**Purpose**

Ambassadors play a key part in educating the community about homelessness in North Texas and the role The Inn plays in breaking the cycle while bringing homeless individuals back to independence.

**Responsibilities**

* Provide education about the homeless crisis, The Samaritan Inn, and our programs
* Speak locally in the community at events, meetings, churches, schools, neighborhood associations, etc.
* Host an information table at events

**Requirements**

* Public speaking
* Friendly and outgoing
* Ambassador training
* Adult 18 years of age or older



**Grant Support**

**Purpose**

Assist the Grants Administrator in securing, tracking and reporting grants for The Samaritan Inn.

**Responsibilities**

* Internet investigation for possible grant opportunities
* Create timeline/due dates for submission of Grants
* Help create narrative for grant application
* Organize current and past grants awarded into logical folders and files
* Remove old binder information and place into files for retention
* Create monthly reports by drawing information from SalesForce

**Requirements**

* SalesForce Expertise
* Detail Oriented
* Adult 18 years of age or older



**Financial Education**

**Purpose**

One of the four pillars of the program, Financial Education is a key component of returning the resident to independence. Assist teaching, mentoring, and facilitating lab instruction.

**Responsibilities**

* Commit to a recurring schedule either once a week, twice a month or once a month (curriculum provided)
* Lab Instruction – Help students develop and manage an excel budget
* Mentor – Review student budgets on a monthly basis. Meet with the student to help resolve any financial issues and planning.
* Reporting – Create reports using SalesForce to validate progression

**Requirements**

* Detail Oriented
* SalesForce Expertise
* Adult 18 years of age or older
* Comfortable working with a diverse population