

# Foundations For Living, Inc.

Laying Foundations Today For A Brighter Tomorrow



## FFL Warming Center Hospitality Host

<b>Job Title:</b>	<b>Warming Center Hospitality Host</b>	<b>Position Type:</b>	Volunteer
<b>Level/Salary Range:</b>	Volunteer	<b>Hours</b>	6:00pm - 9:00 pm
<b>Reports to:</b>	Volunteer Coordinator	<b>Will train:</b>	Yes

### Job Description

#### Job Purpose:

The Warming Center Hospitality Host's job is to greet and welcome guests as they arrive at the warming center. The host will be the voice of calm for guests as they enter the center.

#### Duties:

Duties include but are not limited to:

- Represent Foundations For Living, it's mission, vision, and values to all
- Greeting guests in a professional and friendly manner as they enter the warming center
- Check guests in as they enter the center and maintain an inventory of guest items as needed
- Serve any food or snack to guests, if available
- Share a short devotion & prayer with guests (10 -15 minutes)
- Assist Overnight Host, if needed

#### Qualifications:

Qualifications include but are not limited to:

- Be a committed Christian who is a strong spiritual leader and able to lead by example
- Display a strong commitment and dedication to serving Christ by serving others
- Agree with and uphold Foundations Mission Statement, Statement of Faith, Statement of Principles, Bi-laws, Code of Conduct, Conflict resolution and all other agency policies and procedures
- Must have good judgment and decision making abilities
- Must be self-directed, dependable, emotionally stable, responsible, and demonstrate strong leadership qualities
- Be team oriented and possess excellent communication skills
- Be respectful to others and keep information confidential
- Possess good verbal communication skills
- Be skilled in problem solving, analyzing information, and handling conflict effectively
- Must be able to conduct business in a calm, professional and personable way with donors, sponsors, staff, board, clients and guests

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date:</b>	

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## FFL Warming Center Overnight Host

<b>Job Title:</b>	Warming Center Overnight Host	<b>Position Type:</b>	Volunteer
<b>Level/Salary Range:</b>	Volunteer	<b>Hours</b>	9:00pm—8:00am
<b>Reports to:</b>	Volunteer Coordinator	<b>Will train:</b>	Yes

### Job Description

#### Job Purpose:

The Warming Center Overnight Host's job is to stay at the center overnight with the guests, and to be available if a guest requires assistance.

#### Duties:

Duties include but are not limited to:

- Represent Foundations For Living, it's mission, vision, and values to all who come the office
- Make sure that the building is secure and no one re-enters the building after doors are locked
- Provide supervision of guests, alerting staff and/or authorities of any problems, as needed
- Check guests out in the morning, making sure that all property has been returned
- Place used bedding in proper receptacle, clean up the sleeping and food areas before leaving in the morning

#### Qualifications:

Qualifications include but are not limited to:

- Be a committed leader and able to lead by example
- Display a strong commitment and dedication to serving Christ by serving others
- Agree with and uphold Foundations Mission Statement, Statement of Faith, Statement of Principles, Bi-laws, Code of Conduct, Conflict resolution and all other agency policies and procedures
- Must have good judgment and decision making abilities
- Must be self-directed, dependable, emotionally stable, responsible, and demonstrate strong leadership qualities
- Be team oriented and possess excellent communication skills
- Be respectful to others and keep information confidential
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## FFL Warming Center Laundry Care

<b>Job Title:</b>	<b>Warming Center Laundry Worker</b>	<b>Position Type:</b>	Volunteer
<b>Level/Salary Range:</b>	Volunteer - Laundry Detergent is provided.	<b>Hours</b>	Flexible Hours
<b>Reports to:</b>	Volunteer Coordinator	<b>Will train:</b>	Yes

### Job Description

#### Job Purpose:

The Warming Center Laundry Worker's job is to wash, dry and fold all laundry (mostly bedding) as needed.

#### Duties:

Duties include but are not limited to:

- Represent Foundations For Living, it's mission, vision, and values to all who come the office
- Pick up, wash, dry, fold and return Warming Center laundry to Foundations For Living.

#### Qualifications:

Qualifications include but are not limited to:

- Be a committed leader and able to lead by example
- Display a strong commitment and dedication to serving Christ by serving others
- Agree with and uphold Foundations Mission Statement, Statement of Faith, Statement of Principles, Bi-laws, Code of Conduct, Conflict resolution and all other agency policies and procedures
- Must have good judgment and decision making abilities
- Must be self-directed, dependable, emotionally stable, responsible, and demonstrate strong leadership qualities
- Be team oriented and possess excellent communication skills
- Be respectful to others and keep information confidential
- Possess good verbal communication skills
- Be skilled in problem solving, analyzing information, and handling conflict effectively
- Must be able to conduct business in a calm, professional and personable way with donors, sponsors, staff, board, clients and guests

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## FFL Intake Interviewer

<b>Job Title:</b>	Intake Interviewer	<b>Position Type:</b>	Volunteer
<b>Level/Salary Range:</b>	Volunteer	<b>Hours</b>	Monday, Tuesday, and Friday 9am—12Noon
<b>Reports to:</b>	Volunteer Coordinator or Executive Assistant	<b>Will train:</b>	Yes

### Job Description

#### Job Purpose:

The Intake Interviewer will conduct intake interviews for all people coming into Foundations For Living needing financial assistance.

#### Duties:

Duties include but are not limited to:

- Represent Foundations For Living, it's mission, vision, and values to all guests
- Greeting guests in a professional and friendly manner as they enter the Foundations For Living Office
- Conduct intake interviews over the phone or in person to assess needs
- Verify information given by client as needed

#### Qualifications:

Qualifications include but are not limited to:

- Be a committed leader and able to lead by example
- Display a strong commitment and dedication to serving Christ by serving others.
- Agree with and uphold Foundations Mission Statement, Statement of Faith, Statement of Principles, Bi-laws, Code of Conduct, Conflict resolution and all other agency policies and procedures
- Must have good judgment and decision making abilities
- Must be self-directed, dependable, emotionally stable, responsible, and demonstrate strong leadership qualities
- Be team oriented and possess excellent communication skills
- Be respectful to others and keep information confidential
- Possess good verbal communication skills
- Be skilled in problem solving, analyzing information, and handling conflict effectively
- Must be able to conduct business in a calm, professional and personable way with donors, sponsors, staff, board, clients and guests

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## Clothes Closet Worker

<b>Job Title:</b>	Clothes Closet Worker	<b>Position Type:</b>	Volunteer
<b>Level/Salary Range:</b>	Volunteer	<b>Hours</b>	Flexible Hours: Mon-Fri 9am - 4pm; Sat. 8am –2p
<b>Reports to:</b>	Volunteer and/or Clothes Closet Coordinator	<b>Will train:</b>	Yes

**Job Description:** The Clothes Closet Worker will be responsible for greeting and assisting customers, handling cash flow, sorting and organizing clothes, and keeping the clothes closet sales floor organized, neat, and clean

### Duties:

- Greet Customers as they enter and assist them to with choosing clothing if asked
- Assist customers who are unable to pay and send them to the front to complete walk-in **form**
- Assist with pre-sorting clothing, hanging, folding, and putting clothing on sales floor
- Assist in keeping the sales floor organized, neat, and clean
- Assist shift leader with other tasks as required

### Skills/Qualifications:

- Display a strong commitment and dedication to mission, vision, and values of Foundations For Living.
- Agree with and uphold FFL Statement of Faith, Code of Conduct, Conflict resolution and all other agency policies and procedures.
- Be friendly, personable and possess excellent communication skills.
- Be self-directed and dependable
- Be non-judgmental
- Must be able to conduct business in a calm, professional and personable way.
- Must be a able to work as a team with other volunteers

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“Serving Christ by Serving Others” Matthew 25:40