

Housing Navigation Center Front Desk Volunteer

The front desk volunteer(s) will be responsible for creating a welcoming environment for all guests utilizing the Housing Navigation Center. Volunteers will also help with day-to-day operations of the space.

The HNC is part of a Weld County-wide Housing First strategy. Through the Housing First method, households regain housing and stability more quickly, get and keep employment, respond better to mental and physical health treatment, can manage chronic conditions, and more. In addition, they stop over-utilizing the emergency department, eliminate law enforcement contacts, and do not spend time in jail, saving taxpayer dollars. Helping homeless households regain stability (and preventing those on the cusp of homelessness avoid it) builds safe, prosperous, and vibrant communities.

United Way of Weld County Mission

To improve lives by mobilizing the caring power of our community.

Purpose of the Position

A general front desk volunteer is needed to support the Housing Navigation Center's success by welcoming guests and completing tasks essential to our operations. This volunteer is also responsible for implementing and upholding the Housing First model when interacting with guests.

Benefits

- Volunteer at a local, thriving nonprofit
- Utilize and potentially teach your skills
- Be a part of a cohesive team working to make Weld County a better place
- Learn more about and give back to the community you live in

Work Location

On site at the Housing Navigation Center, located at 2930 11th Avenue, Evans, CO 80620

Responsibilities and Duties

The Front Desk volunteer will work alongside the Housing Navigation Center VISTA to help:

- Greet guests and check them in
- Conduct intakes for new guests
- Update the HNC daily schedule
- Receive and hand out donations
- Assist in the cleanliness of the center
- And other tasks as needed

GIVE. ADVOCATE. VOLUNTEER.

United Way of Weld County

UnitedWay-Weld.org



Qualifications

- Good oral and written communication skills
- Good organizational skills
- Interested in the efforts of the HNC
- Good problem solver
- Motivated
- Bilingual (Preferred, Not Required)

Commitment Expected

Commitment is based on availability. Volunteer should be in the office at least twice per week, ideally.

Training/Orientation

All volunteers will be required to acquire the following training (provided by UWWC)

- Mental Health First Aid
- Harm Reduction
- Trauma-Informed Care
- De-escalation
- Suicide Prevention/Awareness
- Housing First 101
- HMIS training
- HNC/UWWC Mission, Values, and Goals

Reports to

Housing Navigation Center Coordinator

Contact Information

Nicole Quinn
Volunteer Engagement Coordinator
970-304-6198
Nicole@unitedway-weld.org

Brandy Chaparro
Housing Navigation Center Coordinator
970-573-6430
Brandy@unitedway-weld.org