



The Cathedral Center

A Nonsectarian Agency for Women and Families

Volunteer Position Description

Job Title: Evening Hospitality Provider—2nd and 3rd Floor

Supervisor: Janet Peshek, Director of Resource Development

Duties: Greet guests as they arrive for the evening and chat with them. Provide a healthy snack or light meal for all guests (served at 7:00pm on both floors). With food provided, make bag lunches for the guests to take with them the next day. Pass out comfort kits to the guests, as needed. Clean up the kitchen areas before leaving for the evening.

Qualifications: Must be comfortable interacting with the guests – people who are homeless (single women and families), some with mental health and/or AODA issues. Be able to arrive at the Cathedral Center by 6:30pm and stay until around 9:00 p.m. Must be able to provide a healthy snack or light meal to about 60 guests. Ability to pass a background check required.

Commitment required: A small group of volunteers (about 6 or so) are needed each night. Flexible-- 1-2 evenings a year to several days a month.

Day/time volunteer required: 6:30pm – 9:00pm

Benefits: This is a great chance to interact with women and families in an informal setting and to provide healthy meals or snacks.