



# Shelter Operations Assistant Volunteer

## Volunteer Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Shelter Operations Volunteer works as part of the Shelter Team, assisting with a variety of tasks that keep the shelter organized and running smoothly, providing a positive environment for individuals and families living at Tubman's shelter for victims/survivors of domestic violence. The shelter is located at Tubman East in Maplewood.

#### **Impact & Benefits**

- Contribute to a positive and organized space for individuals and families in shelter
- Foster an environment of safety, hope, and healing

#### **Position Responsibilities**

- Assist with organizing and tidying storage spaces, the kitchen, and the welcome desk
- Take inventory and restock supplies
- Support with meal service as needed
- Build positive, safe, and friendly connections with residents
- Openly communicate with supervisor and shelter team

### *Qualifications & Expectations*

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#### **Position Qualifications**

- Organized, friendly, reliable, hardworking, and non-judgmental
- Ability to maintain confidentiality, appropriate boundaries, and have good judgment
- Understand and work from Tubman's set of values and philosophical approaches, including client-centered, trauma-informed and strength-based care
- Ability to engage with a diverse group of clients and team members with a demonstrated commitment to diversity, equity, and inclusion

#### **Time Commitment & Availability**

- One 3-4 hour daytime shift each week – Wed, Thurs, or Fri preferred
- Minimum of 6 month commitment preferred

#### **Supervision & Training**

- Attend Tubman's Intern/Volunteer Orientation and Trainings
- Supervised by the Shelter Program and Operations Manager

### *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.