



HOSPITALITY VOLUNTEER

The Hospitality Volunteer serves as a welcoming first point of contact at the RE:center, creating a positive and supportive experience for every individual who walks through the door. This role is essential in helping maintain a safe, organized, and encouraging environment while assisting with basic front desk operations.

Responsibilities include greeting visitors, answering questions, directing individuals to appropriate services, assisting with intake forms and appointments, and supporting general office tasks such as phone calls, scanning, and maintaining the lobby space.

Volunteers are expected to demonstrate professionalism, kindness, reliability, and strong communication skills. This role requires the ability to multitask, remain calm in a fast-paced environment, and interact respectfully with individuals from diverse backgrounds.

Volunteer shifts are available Monday through Thursday between 9 am and 4 pm. Once a schedule is established, consistency is expected.

This role may also involve light lifting (up to 20 pounds) and working within a dynamic environment that includes a food bank, meal services, and resource navigation support.

A background check is required.

This description is not intended to be a complete list of all duties or responsibilities. Tasks may change at any time with or without notice. The RE:center reserves the right to screen and select volunteers based on program needs and may end the volunteer relationship at any time, including if false or misleading information is provided or there is misrepresentation of our programs or services.