



Hope for the Journey Home

Assistant Operations and Volunteer Coordinator

Hope for the Journey Home is an emergency shelter for families experiencing homelessness and is located on the campus of Guardian Angels Catholic Community in Oakdale, MN. Volunteers from local faith communities provide volunteer support during open hours (3 PM to 9 AM Monday – Friday and all day on weekends and major holidays). The overnight shelter is an integral part of a program of St. Andrew's Lutheran Church Community Resource Center in Mahtomedi, where case management and resources for families are provided on weekdays.

Primary Responsibilities:

- Along with other staff and many volunteers, work to support a welcoming, safe environment for families experiencing homelessness.
- Coordinate communication with congregational partners and key volunteers.
- Work with HJH Shelter Coordinator to recruit new congregational and community partners.
- Create and maintain staffing calendar for the shelter.
- Monitor inventory levels; request items as supplies run low.
- Maintain electronic records of volunteer, guest, and inventory data.
- Revise volunteer training materials as needed.
- Plan and organize volunteer appreciation and recruitment events.
- Assume responsibilities for other duties as assigned.

Preferred experience, skills, and training:

- An interest in Social Work or Human Services fields.
- Pass a criminal background check and required training in order to work with vulnerable populations per Minnesota state law and Archdiocesan requirements.
- Valid driver's license, safe driving record and proof of insurance.
- Experience with Microsoft Word and Excel and data management skills.
- Excellent verbal and written communication skills.
- Able to work effectively independently as well as with a team.
- Able to handle difficult situations in a sensitive and caring manner.
- Experience with people of diverse backgrounds.
- Able to be creative and flexible in responding to changing priorities and emerging needs.
- Moderate physical activity. Must be able to lift 25 lbs. on an occasional basis, going up and down stairs in a three-story building.