



Hope for the Journey Home

Weekend and Afternoon/Evening Part-Time Staff

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 the hours it is open; 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 during the day. Part-time staff are needed between the hours of 4:30-8:30/9 pm Monday-Friday and Weekends between 9 am-9pm (9 am-3 pm and 3 pm-9pm). Staffing is shared between other part-time staff; approximately 10 hours per week is common with additional hours available.

Primary Responsibilities:

- Along with other staff and many volunteers, work to create a welcoming, safe environment for families experiencing homelessness.
- Orient volunteers and guests to shelter policies and procedures.
- Communicate with and provide feedback to families as needed.
- Prepare, serve, and clean up evening meals and weekend breakfasts with or without volunteers.
- Assist with resetting rooms as families move out.
- Assist with daily cleaning tasks to maintain shelter.
- Monitor inventory levels; request items as supplies run low.

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.
- 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.
- Moderate physical activity. Must be able to lift 50 lbs. on an occasional basis, go up and down stairs in a three-story building and assist with guestroom arrangements.