



## **Day Center Weekend Assistant**

Required Start Date: Saturday, December 18, 2021

### **Summary:**

Founded in 1994, Family Promise of Greater Indianapolis (FPGI) is a small but growing homeless assistance and shelter agency for families with children. It prides itself on keeping families together, regardless of the makeup of the family, and it does it with an interfaith spirit. We work to eliminate homelessness in Greater Indianapolis through our Interfaith Hospitality Network (IHN) shelter, our new Diversion Program and Apartment Shelter Program, and our follow-up AfterCare Program. The offices are located at the Family Promise Day Center at 1850 N. Arsenal Avenue, Indianapolis, IN 46218.

FPGI seeks a new Day Center Weekend Assistant. The position “holds down the fort” by themselves at the Day Center between 8:00 a.m. and 5:00 p.m. on Saturday’s and Sunday’s, while three to four guest families with children reside there. Multiple people are expected to be hired for the position so that no person works the full weekend, with the minimum expectation that an individual will cover a four-hour shift each weekend or eight-hour shift every other weekend. The goal of the Day Center Weekend Assistant position is to help the staff in assisting approximately 100 families each year move from homelessness to permanent housing and greater financial stability by ensuring a safe and clean Day Center operates on weekends. Learn more at [www.fpgi.org](http://www.fpgi.org).

### **Responsibilities:**

- Open the Day Center at 8:00 a.m. and/or close it at 5:15 p.m. on Saturdays and/or Sundays.
- Provide phone and door reception service when present.
- Conduct building walk-throughs, noting maintenance/cleaning needs and responding appropriately to resolve.
- Respond to guest requests and questions as needed, including retrieving supplies (e.g., diapers), making copies/faxes, etc.
- Monitor residential areas for scheduled computer use and TV use.
- Regularly clean per cleaning schedule chores of staff and absent guests.
- Update family information sheets weekly as requested by the Shelter Programs Manager.
- Communicate changes in guest circumstances relevant to congregational coordinator volunteers.
- Receive, log, and process/stock in-kind donations, mail, etc.
- Stock common rooms like reception area, kitchen, etc. with cleaning and eating supplies.
- Ensure guests are meeting expectations for a safe and clean Day Center.
- As time and abilities allow, other reasonable duties may be assigned during downtime at the Day Center. Examples include supporting case managers with resume creation or housing searches, supporting the director with online silent auction submissions, updating the database, etc.

### **Requirements:**

- Availability to work at least one four-hour period between 8am-5:15pm each weekend. Preferred candidates can work more than one four-hour shift each weekend to allow the organization to need to hire fewer candidates.
- Empathy for our guests experiencing homelessness.
- Ability to work effectively with people of diverse faiths, races, cultures, and economic situations.
- A customer-service attitude in responding to guest inquiries.
- Ability to assess emergency situations and call for supervisor response.
- Ability to focus and be flexible in fast-paced and dynamic work environment.
- Strong communication skills in a team work environment.
- Ability to pitch in with all staff and guests and take responsibility for our shared space.
- Respect for confidentiality of personal and sensitive information.
- High school diploma (equivalent experience accepted).
- Proficiency in Microsoft Word, Excel, and Outlook.
- Able to walk up and down stairs at least four times per shift.
- Able to lift up to 30 pounds up and down stairs approximately four times per shift.

### **Compensation**

- Hourly wage of \$13-15 per hour

### **To Apply**

After researching the organization, please email your resume and cover letter directly to the executive director at [mike@fpgi.org](mailto:mike@fpgi.org).