



The Gathering Place®
a refuge for rebuilding lives

**Program Assistant-
Temporary**

www.tgpdenver.org

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. TGP serves women, children and transgender individuals who are experiencing homelessness or poverty. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

FLSA Exemption Status: Full-time, Temporary, non- exempt
This position is March-August 2020.

General Purpose:

This is a float position and is responsible for providing support throughout the organization as needed. This will include, but is not limited to; welcoming members and creating a safe environment at The Gathering Place, as well as offering basic services, program support, and assistance with general operation needs as they arise.

Essential Duties/ Responsibilities:

- Provide general support throughout the building as assigned by program manager
- Provides consistent coverage for assigned shifts, working within the team and independently to complete all shift tasks as assigned
- Welcome and sign members in daily in order to assist in documenting the volume and impact of the services that are received at The Gathering Place
- Provide services such as sorting, and distributing mail, personal hygiene items, clothing, and food, as well as receiving messages for members daily
- Sign members up daily for various emergency services such as showers, laundry, and nap room.
- Answer agency phones and speak with members directly to provide general information, referrals and crisis intervention on a daily basis
- Provide support to kitchen staff- cleaning, washing dishes, serving meals, assisting with preparation and distribution of sack lunches, restock storage with food order
- Assist in the cupboard with restocking shelves, filling to-go-bags etc.
- Engage with members daily in order to build positive relationships and enrich our community.
- Interact with our agency volunteers and volunteers from collaborative agencies to ensure that daily services are delivered seamlessly.
- Other duties as assigned by supervisor

Supervisory Duties:

None

Job Qualifications*Knowledge, Skills and Abilities*

- Must be prompt and dependable.
- Ability to maintain a positive and flexible mindset in a fast-paced environment
- Ability to communicate clearly orally and in writing.
- Current knowledge of or desire to learn Microsoft Outlook, Word, Excel and other computer programs and software.
- Ability to multi- task in a unique, fast- paced environment.
- Ability to work independently and in a variety of work group sizes
- Ability to listen compassionately and suspend judgment in order to accommodate the needs of individuals and include them in a highly diverse setting.

Education or Formal Training

- Minimum of high school diploma or GED. Bachelor's Degree Preferred.

Experience:

- Previous nonprofit experience a plus.
- Spanish speaking a plus.

Physical Activities:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with member inquiries. Must be able to exchange accurate information in these situations.
- Frequently moves equipment and supplies weighing up to 30 pounds across the building for various needs.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation: \$13.50-\$14.00/hour.

To Apply: No phone calls, please. Posting open until filled. E-mail resume and cover letter to: becca@tgpdenver.org Becca Smith, Human Resources Manager, The Gathering Place, 1535 High Street, Denver, CO 80218

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender

expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry, and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.