



<b>Job Title:</b>	Volunteer Event Host	<b>Department:</b>	Education
<b>Location:</b>	<b>Community Homeworks</b> 810 Bryant St., Kalamazoo, Michigan	<b>Travel Required:</b>	Some local travel, for outreach events
<b>Starting Salary Range:</b>	Volunteer	<b>Position Type:</b>	2-4 hours per week

**To apply:** E-mail [admin@communityhomeworks.org](mailto:admin@communityhomeworks.org)

**Subject Line:** Volunteer Event Host Position

**Attention:** TiAnna Harrison, Education Manager

**Position Summary:**

**Community Homeworks** is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

Volunteer Event Hosts support Community Homeworks by providing a welcoming atmosphere to participants who attend workshops, classes and other similar events. The event hosts also share information about Community Homeworks programs at community outreach (tabling) events. This position has direct contact and frequent interaction with our participants, instructors, staff, community members and others with an interest in our programs and services. This individual must represent Community Homeworks in a professional manner with courteous customer service and a neat and professional appearance. The Events host works when events are scheduled which may be during the day, evenings, or on weekends.

**Responsibilities:**

- Work alongside Community Homeworks staff and volunteers to provide a welcoming face at educational workshops, classes, and similar events for Community Homeworks families, community partners, and the larger community.
- Attend community outreach events with Community Homeworks staff to share information about our programs and related opportunities.
- Greet participants and help orient participants to Community Homeworks facilities and programs.
- Ensure the space is set up appropriately and is inviting to all participants.
- Ensure program materials are available and accessible for all participants.
- Help support program presenters/ instructors if needed.

**Minimum Qualifications**

- Must be friendly, engaging, and welcoming to all people from diverse backgrounds and treat all participants with respect and dignity.
- Ability to pass criminal background and sex offender registry.
- Must have excellent interpersonal communications skills, both one on one and in groups.
- Ability to work a flexible schedule (evenings and weekends are required).
- Physical ability to stand, bend, and lift up to 25 pounds on a regular basis.
- Experience and skilled in working with and providing excellent customer service to people of diverse backgrounds.



- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**