



SHELTER. SUPPORT. SOLUTIONS.

**Shelter Assistant, Limited Term, Part-Time  
Job Announcement**

**What is the position?**

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. When people have nowhere else to go, Pillars Adult Shelter and Pillars Adult and Family Shelter are here to provide our services to members of our community experiencing homelessness. The Shelter Assistant supports shelter operations while helping to meet client's immediate needs. The Shelter Assistant could work from 2 to 5 shifts per week at the Adult Shelter, the Adult and Family Shelter, or at a temporary offsite shelter location, either in the morning from 8:00am – 11:00am or in the evening from 5:00pm to 10:00pm, various days of the week, including weekends. The limited term of this temporary position is through 6/30/21.

**Essential Duties and Responsibilities:**

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- Welcomes guests to the building, including clients, volunteers, donors, and any other building visitors.
- Answers and directs telephone calls.
- Assists the clients to successfully complete daily activities, including dispensing medications and distributing hygiene items.
- Prepares and serves breakfast or the evening meal, as necessary.
- Maintains a clean and sanitary kitchen.
- Reviews, organizes, and puts away donations.
- Cleans and prepares living spaces for the intake of new clients.
- Works with agency volunteers to create a positive environment; coordinates volunteer times and assigns tasks and responsibilities to volunteers, as necessary.
- Maintains the security of the building and clients by following established safety procedures.
- Ensures building meets organizational standards for cleanliness and safety.
- Other duties as assigned.

**Education and/or Experience**

- High school diploma or equivalency degree (GED, HSED) is required.
- Valid driver's license is preferred.
- Ability to work from 8:00am to 11:00am or from 5:00pm to 10:00pm various days of the week, some weekend availability is required.

**Compensation**

The compensation for this Part-Time, temporary position is \$10.75/hour.

**To Apply**      **The deadline to apply is Tuesday, February 2, 2021, by Noon**

Send resume and cover letter to :

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

*Pillars is an Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members.*

*All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status.*