



Title: Operation Storm Shield Program Assistant

Program: Eleanor U. Kennedy Shelter (EUKS) and Bailey's Shelter and Supportive Housing (BSSH)

Reports to: Workforce Development Manager and Stormwater Cleanup Supervisor

Description of Role: New Hope Housing has partnered with Fairfax County's Stormwater Planning Division to provide litter clean up at identified sites throughout Fairfax County to help keep our community clean. The program employs 10 individuals from New Hope Housing programs twice a week for 4 hours per day. Workers earn \$40 a day for their work. We are in search of a volunteer to assist staff with the daily operations of the program, providing support to the onsite supervisor as the group often needs to split up to complete their clean ups. *Please note this is a volunteer, not a paid, position.*

Primary Responsibilities:

- Supervise a small group of workers during clean ups
- Report back to supervisor any issues that came up during shift
- Ensure that proper safety procedures are being followed

Secondary Responsibilities:

- Act as a representative of New Hope Housing while volunteering and in the community
- Stay abreast of information current to homelessness/housing issues and trends in Northern Virginia
- Check in with supervisor upon arrival
- Keep supervisor informed of any changes in schedule or availability
- Maintain confidentiality

Skills Needed:

- Friendly, positive, professional demeanor
- Excellent verbal communication skills
- Self-starter
- Ability to work with people of many different backgrounds and abilities
- Ability to work cooperatively with staff, volunteers, and guests

Desired Experience:

- Previous supervisory or management experience
- Previous experience working outside on your feet

Requirements: New volunteers must attend a volunteer orientation and interview with the Volunteer Coordinator. There will also be a training with the Workforce Development Manager. Volunteers must also have signed Confidentiality, Liability, and Photo release forms on file with the Volunteer Coordinator.

Location: EUKS, 9155 Richmond Hwy, Ft. Belvoir, VA 22060, on Tuesdays and Thursdays, and BSSH, 5194 Seminary Rd, Falls Church, VA 22041, on Wednesdays and Fridays

Time Commitment: Volunteers are asked to commit to one day a week for the full shift, as workers are transported from EUKS and BSSH to the work sites for the full shift. Volunteers should arrive at designated site no later than 9:30 a.m. The work day is from 10 a.m. until 2 p.m. Workers will be transported back to original site at the end of the work day.

Contact Sami Smyth at ssmyth@newhopehousing.org or 703-799-2293 ext 11