



## **House Coverage & Community Assistant**

House Coverage & Community Assistants are essential to fulfilling the mission of In My Shoes. House Coverage & Community Assistants make a Summer (June to August) commitment to live in a community with the mothers and babies of the home.

This is a \$500 monthly stipend position.

### **GENERAL RESPONSIBILITIES**

- Provide opportunities for emotional support to the residents of In My Shoes.
- Assist in helping manage daily operations of the house which may include but is not limited to taking on some of the responsibilities of the following administrative roles: Operations Coordinator, Volunteer Coordinator, Donations Coordinator, Hospitality Coordinator, or House Manager.
- Participate in and embrace all aspects of community life. This includes community prayer, community dinners, house outings, etc.
- Ensure safety and enforce rules within the house.
- Provide daytime and overnight house coverage by answering the phone, welcoming guests/visitors, offering tours, and receiving donations.

### **PROFESSIONAL QUALIFICATIONS**

- GED or equivalent
- A passion for service, especially serving women and babies
- Strong organizational skills
- Ability to multitask
- Ability to maintain professional boundaries
- Excellent communication skills
- Ability to interface with and engage diverse groups of people
- Desire to live in community and solidarity with others