

Resource Center Assistant

Temporary position Mid/end of May - August 28, 2026

32 hrs/week (schedule varies to meet the needs of Resource Center programming)

\$21.16/hour

Position Summary:

The Resource Center Assistant is a temporary position to assist with Client Coordinator duties, Shine Brite Camp and Resource Center programming.

Essential Functions:

- ✦ Assist Youth Program in Shine Brite Camp facilitation
- ✦ Work with Youth program summer programming at both Shelter and the Resource Center
- ✦ Greet clients- in person and by phone
- ✦ Personally calls clients to schedule appointments/make reminder calls with support services.
- ✦ Familiarize clients with Resource Center by informing them of services and orientating them to the space
- ✦ Respond to drop in client requests for basic needs and advocacy
- ✦ Effectively respond to crisis situations and function well under pressure
- ✦ Keep accurate records on each client served with the Apricot database by completing data entry
- ✦ Complete projects identified by the Director
- ✦ Maintain Resource Center security at all times
- ✦ Attend to Resource Center space needs
- ✦ Impeccable ability to follow through with assigned, and/or self-directed tasks
- ✦ Ability to be warm, friendly, positive and approachable
- ✦ Other duties as assigned

Other Responsibilities:

- ✦ Adhere to agency confidentiality policies
- ✦ Ability to physically attend to the various needs of the Resource Center
- ✦ Ability to drive a vehicle safely in all conditions and circumstances

Education, Experience and Skills Required:

Knowledge of and/or experience working with people from diverse groups

Ability to be warm, friendly, positive and approachable

Be knowledgeable of community agencies and resources

Strong Computer skills (word processing, data entry, spread sheets)

College experience in Human Services or related field

Strong verbal and writing skills, interpersonal skills, organizational skills and problem solving skills

Ability to be self directed and motivated

Understanding of the dynamics of domestic violence

Access to a safe vehicle to use for work, a driver's license and insurance coverage (liability limits required by Safe Haven)

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.