



## Check-In Ambassador Role Description

If you're seeking an opportunity to meet and talk with our shelter guests, the Check-In Ambassador position might be right for you. Stationed at the shelter's front desk, you will be greeting guests and making sure they are checked into the shelter for the night.

### **Key Responsibilities:**

- Greet guests.
- Confirm guests have a shelter bed.
- Scan guest card or enter guest bed number into Homeless Management Information System (HMIS).

### **Time Commitment:**

4:30pm-6:30pm or 6:30pm-8:30pm.

### **Location:**

1210 North Tryon Street or 3410 Statesville Avenue (28206)

### **Requirements and Understanding:**

- Must be 18 years of age or older.
- Respect for guests experiencing homelessness.
- Enjoy working with diversity of people.
- Dependable.
- Ability to communicate appropriately with guests.
- Proficiency using computers.
- Patience.
- **Comfortable in fast-paced environment with tolerance for an occasional tense situation.**

### **Onsite Contacts:**

You will be working with a Shelter Specialist.

For volunteer questions, please contact [Volunteers@MensShelterofCharlotte.org](mailto:Volunteers@MensShelterofCharlotte.org).

### **Scheduling:**

As we've just re-opened the North Tryon Street after a renovation, this opportunity will resume by September 4, 2018.