



Housing and Employment Resource Center Navigator Volunteer Opportunity

If you are seeking an experience that's relational with our guests AND hits at the heart of our programs to help guests build income and connect to housing, the Housing and Employment Resource Center (HERC) Navigator might be the place for you. You will be stationed in the Tryon Shelter's HERC Room where you will provide nurturing support, guidance, and direction for guests seeking assistance around employment, housing, and connecting to community resources.

Key Responsibilities:

- Greet guests as they enter the HERC and introduce yourself as a volunteer.
- Help guests search for employment opportunities and housing options.
- Help guests develop resumes and cover letters.
- Help guests create email accounts and computer basics (typing, saving documents, etc.).
- Help connect guests to community supports such as: bus routes, food pantries, or other nonprofits.

Time Commitment:

2 hour shift 1x/week or 2 hour shift 2x/month. We ask for at least a 6-month commitment.

Location:

1210 North Tryon Street 28206

Requirements and Understanding:

- Must be 18 years of age or older.
- Respect for guests experiencing homelessness.
- Enjoy working with diversity of people.
- Dependability.
- Ability to communicate appropriately with guests.
- Basic computer knowledge.
- "Real world" work and life experience.

On-Site Contact:

You will be working with a Shelter Specialist.

For volunteer questions, please contact Volunteers@MensShelterofCharlotte.org.

Scheduling:

Contact Volunteers@MensShelterofCharlotte.org to set up a time to shadow a current volunteer and establish a regular volunteer schedule.