



Rental Assistance Program Volunteers: English Only & English/Spanish

Purpose:

- The Rental Assistance Program Volunteer will support Safety Net Services staff in this vital program. There are two positions available: 1) English only, and 2) bilingual in English and Spanish.

Agency Contact:

- Volunteer Services – volunteer@camarin.org

Responsibilities and Duties:

- Assist clients with completing the intake application for rental assistance.
- Help update and upload documents on the database.
- Provide clients with referral documents for legal aid.
- Communicate with Agency personnel appropriately.
- Adhere to Agency privacy and confidentiality standards, and code of ethics.
- Communicate with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.

Time Commitment:

- January through March 2024 every Tuesday, 10am – 2:00pm

Required Skills and Qualifications:

- 2 positions available: English only and bilingual in Spanish and English.
- Customer service experience desired.
- Ability to engage with the public in an empathetic, culturally responsible manner.
- Basic technical knowledge (i.e. iPad, Microsoft Office, walkie-talkie).
- Organized, creative, and detail oriented.
- Verbal communication skills.
- Demonstrate a positive attitude and welcome a collaborative work environment.

Benefits to Volunteer:

- Volunteer for Marin County's largest nonprofit social services provider.
- Assist Community Action Marin with embodying a whole-family approach.
- Professional development.
- Make a tangible impact within the community.
- Fun, inclusive, and engaging work-environment.

Location:

- 555 Northgate Drive, San Rafael, CA 94903

Reasonable Accommodations:

This opportunity may involve physical demands (e.g., climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.