



St. Patrick Center
Building Permanent, Positive, Change.

OUR mission

St. Patrick Center provides opportunities for self-sufficiency and dignity to persons who are homeless or at risk of becoming homeless. Individuals achieve permanent, positive changes in their lives through affordable housing, sound mental health, employment and financial stability.



Front Desk Manager Volunteer Position Description

Become an intrinsic part of St. Patrick Center's award-winning new social entrepreneurship program, BEGIN! As a Front Desk Manager, you will directly support programs that help the homeless and poor of St. Louis build permanent, positive change. You can also strengthen your resume with business and community service experience.

DUTIES:

- Greet visitors and oversee BEGIN reception area.
- Provide administrative support to BEGIN staff as needed, including scheduling appointments, preparing materials for reports, answering phones, and preparing correspondence.
- Other projects and functions based on your expertise and interests.

QUALIFICATIONS:

- Strong communication skills and friendly demeanor.
- Experience with the Microsoft Office computer suite and general office equipment (fax and copy machines, multi-function telephone).
- Ability to work independently on multiple projects and creatively problem-solve.
- Dedication to the mission and vision of St. Patrick Center.

TIME COMMITMENT:

Shifts are Monday through Friday from 9:00am to 12:30pm or 12:30pm to 4:00pm. Volunteers should commit to at least one weekly shift.

About BEGIN:

BEGIN stands for Businesses. Employment. Growth. Incomes. Neighborhoods. The program consists of:

The BEGIN New Venture Center. An incubator for new business creation featuring a comprehensive, supportive, entrepreneurial environment. Start-up and early-stage companies blossom with daily assistance from professional service providers and fellowship with business peers.

The BEGIN Training & Education Center. An innovative educational environment providing various training courses with a wrap-around network of social support services. Emphasis is placed on collaboration with employer partners that provide practical applications and experience, as well as industry certifications.