Community Service Federal Work Study

Job Description

Site Name: The Bridge Outreach

Supervisor/Contact Person: Rebecca Guzman, Volunteer Coordinator

Address: 1610 Olive Street, St. Louis, MO 63103

Email: rguzman@bridgestl.org

Phone Number: 314-421-3136 ext. 118

Proposed Job Title: Community Resource Room Attendant

Proposed Job Description:

Job Duties and Responsibilities: Supervise and facilitate the Community Resource Room activities.

Essential Functions:

1) Assist with Guests’ computer usage needs
   a. Maintain a daily log of all guests who use the computer.
   b. Monitor length of time an individual is using the computer, if there are other guests signed up waiting.
   c. Ensure posted computer usage rules are being followed
   d. Assist Guest with the following:
      i. accessing email/setting up an email
      ii. navigating to a jobbing or housing website
      iii. saving resume/printing resume
      iv. navigating to resource pages to apply for state benefits (food stamps, healthcare, SSI/SSDI)

2) Provide a safe, quiet space for Guests
   a. Monitor that cell phones are charged in designated area only and that owners remain in the space.
   b. Maintain a clean space at the end of the shift (tables & floors are clear of debris, no belongings left behind, etc.)

OFFICE USE ONLY: Transportation Needed? Yes / No-Metrolink Accessible