



Guest Relations and Safety Staff – St. Clare’s Ministries

St. Clare’s Ministries is a 501(c)(3) non-profit corporation, whose mission is to provide short-term respite from the harsh realities of homelessness and poverty by offering a hot, homemade meal, clothing, spiritual support and a caring community to those in need. The Security Staff is a paid, part-time position to help ensure a safe and welcoming environment for the volunteers and visitors, primarily through de-escalation and conflict management. Learn more about St. Clare’s Ministries by going to <https://episcopalcolorado.org/st-clares-ministries/>

An ideal candidate will:

- Offer a friendly, welcoming presence to our guests
- Contribute to all parts of St. Clare’s mission:

“We’re an open and inclusive community, attempting to ...serve... all persons, to strive for justice and peace among all people, and to respect the dignity of every human being. Our guests are some of Denver’s homeless, the marginalized, those in poverty or the poor needing meals, clothing, spiritual community, and other support that our ministry provides.

Our mission is to offer short-term respite from the harsh realities of homelessness and poverty by offering a hot, homemade meal, clothing, spiritual support and a caring community to those in need.”

- Have professional experience utilizing effective strategies to respectfully de-escalate conflict and disruptions – ideally including people with mental health and substance use issues – and to effectively remove guests, without use of force, when de-escalation is not possible. We strive to maintain a safe and respectful space for everyone who comes to visit.

JOB DESCRIPTION:

1. Be available to work from 3:00pm to 7:00pm on Tuesday evenings.
2. Greet guests as they arrive. Since the Guest Relations and Safety individual is one of the first faces our guests see, be friendly and welcoming as guests enter.
3. Monitor facilities and help guests find their way to the meal. Let the Managing Director(s) know if a guest does not cooperate in vacating the facilities after closing time.
4. Circulate in order to maintain a warm and friendly presence in the community while discouraging confrontation.
5. Be on call during the shift to ensure that operations run smoothly or to assist with any emergencies that might occur during the meal or clothing closet operations.
6. Remove, without physical force, a guest from the premises upon the request of the Managing Director(s) or, at any time if, in your judgment, a guest is a danger to others, is threatening others, or is unreasonably interfering in the operation of the ministry or the ability of the other guests to reasonably participate in the worship service, meal, or clothing closet. When removing a guest, be polite yet firm. Remove the person without

physical force, inform the Managing Director(s) if they become violent or refuse to leave the premises and, if necessary, also call 9-1-1.

7. Ask all guests to disperse at the end of operations and invite them to come back for more services next week.
8. The Guest Relations and Safety individual will coordinate with the Managing Director to take the diocese "Safe Church" courses.

COMPENSATION AND BENEFITS – HOURS OF WORK:

1. Pay is a weekly stipend of \$100, less appropriate employment taxes, with an additional \$60 upon providing evidence of completing the Safe Church courses.
2. Two weeks paid vacation annually
3. There are no health, dental, or other insurance benefits associated with the position.
4. There are no other benefits of the position, except to reimburse for out of pocket expenses for budgeted items.
5. This is a one-year commitment, with the option to renew for additional time in the position.

Please send résumé and cover letter to saintclaresdenver@gmail.com. Candidates that best meet the requirements for employment will be contacted for an interview.

This position will remain open until a suitable candidate is found.

St. Clare's Ministries does not discriminate against any individual on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, or disability in employment, admission or access to, treatment or participation in, or receipt of the services and benefits under any of its programs, services and activities.