**Project Title: La Puente Home #823**

**Job Title: Homeless Shelter Staff** (note: several positions available)

**Job Description:**
This position will be split 70/30 with a Rainbow’s End position.

**Emergency Shelter Program:** La Puente annually provides over 9,500 nights of emergency shelter to over 900 people, including families. The case manager establishes plans with guests and uses La Puente and community resources to facilitate guests reaching their goals. La Puente is the only agency within 120 miles that meets this critical need for families, migrant farm workers, singles, and others we serve. La Puente serves more than 35,000 meals each year. Meals are served to sheltered families, single guests, low-income members of the community and victims of domestic violence sheltered elsewhere.

Shelter staff are needed to perform the diversity of tasks needed to keep the shelter running. Shelter staff work together as a team to meet all the needs of the current and incoming shelter guests. Duties include meal preparation, guest assessment, working out plans with guests, working house chores with guests, advocacy, errand running and enforcement of Home rules. Time spent with shelter guests is emphasized.

**Job Title: Food Bank Assistant/Gleaning Coordinator**

**Job Description:**
Action Against Hunger and Malnutrition (AAHM) operates 12 food pantries throughout the San Luis Valley, serving people in crisis with nutritionally balanced food packages. Approximately 3000 people are served each year at the various locations, with support coming from community volunteers and donations.

Assistant responsibilities: The assistant will be based at the Alamosa Food Bank and work in coordination with the eleven other food pantries. The assistant will help design and implement food drives, assist in the procurement and disbursement of food, organize the monthly commodities distribution and work to keep the facility clean, organized and well stocked. Efforts will be made to create educational programs and outreach to underserved areas. The assistant will also help out with the Community Garden Project.

The assistant will also be responsible for the operations of The Gleaning Project. The Gleaning Project uses volunteers from schools, churches, and the community to recover produce left behind in the fields after harvest. Food is distributed to low-income families. In 2002, we anticipate recovering and distributing over 35,000 pounds of produce. The coordinator will recruit, orient, and facilitate group’s work in the fields and then assist in food distribution.

**Job Title: Rainbow’s End Staff**

**Job Description:**
Rainbow’s End is La Puente Shelter’s community thrift store and center for the distribution of material goods. The 7500 square foot store is located in a historic building on Main Street in Alamosa. The store works to raise funds for La Puente’s work with the homeless and also serves local agencies that refer clients in need of clothing, bedding, and other material goods. In addition to being a high-quality thrift store, Rainbow’s End also supports “10,000 Villages,” a program which markets crafts to support third-world cottage industries.

A volunteer is needed to join the team in helping with the operations and management of the store. Responsibilities include: Receiving donated goods, sorting them, pricing, and stocking shelves/racks; greeting customers and working with volunteers to create a pleasant environment;
managing vouchers given to assist those in need; developing creative marketing strategies; developing creative displays to enhance the store’s atmosphere. All types of creative flares are welcome! This job presents the opportunity to develop business skills and meet lots of people.

Job Title: Adelante Program Assistant Coordinator

Job Description:
Adelante is La Puente’s Transitional Housing Program working with families in transition from homelessness. La Puente currently has 10 homes in which it places families to participate in the self-sufficiency goals for the program. The assistant is responsible for helping in the day-to-day management of all aspects of the program including administrative tasks and case management of families. Case management responsibilities include assessment of family needs, development of family plan to reach self-sufficiency, linkage of family to support services, and the ongoing monitoring and evaluation of family progress. The assistant will also be responsible for organizing and conducting weekly Life Skills classes.

Job Title: PALS Program Coordinator

Job Description:
PALS is a program which supports and nurtures the cultural and character development of the youth in La Puente’s Adelante Program. Working with 5 to 12 kids, the coordinator develops and implements programs and activities which are fun, educational and supportive of the core needs of Adelante’s youth. Project include: Mentoring Program, After School Program, Life Skills Classes and recreational outings. The coordinator is responsible for all program aspects including enrollment, mentor screening, transportation, and volunteer management.

Job Title: Volunteer Coordinator Assistant

Job Description;
Welcome to the fast paced world of volunteer coordination. This is a very busy department of La Puente with occasional downtime. This department handles all community volunteers, workgroups, plans special events, and does some public education. The V.C. Assistant would be expected to:
- Have computer knowledge and either is competent with or able to learn Microsoft Word, Publisher, PageMaker and Power Point.
- Assist in the recruitment and management of community volunteers.
- Help in the creation and design of various publications we put out, including brochures and flyers.
- Assist or do alone public education presentations done to various churches and schools.
- Assist with Work Groups by helping with group orientation, providing support and running different work sites as needed. During busy times, such as holiday, and heavy workgroup season (spring and summer) it may be required to work overtime.
- Lend support during the planning, preparation and completion of special events, such as H.O.P.E. week, Thanksgiving, Charity Ball and Auction, and Christmas Outreach Party.
Job Title: Outreach/Homeless Prevention Staff

Job Description:
La Puente outreach workers journey to communities throughout the San Luis Valley, working with high-risk families and individuals. The goal of Outreach is to stabilize people in crisis to prevent homelessness. La Puente anticipates serving over 3000 community members each year. Services include: Situation assessment, utility assistance, rent assistance, landlord and employer mediation, enrolling people into the appropriate service network, assistance with applications, aid with translations and material provisions including clothing and furniture. Migrant farm workers are a special target group. The Community Outreach Program also sponsors special Christmas outreach activities.

The Outreach assistant would work with the Outreach Team to assist those at risk of eviction, utility shut-off notices and other crises. Special attention is given to assisting people moving into or out of the shelter. The Outreach Program also provides special assistance to migrant farm workers and Christmas Outreach activities during the holiday season.

Activities include: intake and assessment of those in need, one-on-one guidance and determination of what assistance can be provided, transportation assistance, delivery of supplies, coordination with all Local Food Banks, management of Outreach storage, assistance with voucher rooms, and assistance with some of our church or college work groups. Spanish is helpful as is the ability to render household repairs.

Job Title: Milagros Program Staff

Job Description:
Milagros Coffee Shop sells a variety of food and drink products, as well as used books and novelty items. Milagros works to raise funds for La Puente while providing a valuable Job Readiness Training Program for people with little or no job experience, emphasizing assisting mothers transitioning off of welfare.

Milagros is in need of program staff that assist with daily operations, special events, organizing volunteers, and Job Readiness Training participants. Come and be part of a team working in a unique and successful enterprise. Business skills welcome and people skills essential!

Minimum requirements:
21 years of age, strong commitment to service, openness to diverse array of lifestyles, flexibility, compassion, confidence, Spanish knowledge helpful.

Description of Project:
La Puente Home serves Colorado’s San Luis Valley by providing emergency, shelter, food services, advocacy, and transitional assistance for the homeless and community members in crisis. Programs also support the influx of migrant farm workers that live and work in the San Luis Valley during harvest season. The project aims to meet immediate needs and to empower people to live independently and with dignity.

Adelante is La Puente’s Transitional Housing Program working with families in transition from homelessness. La Puente currently has 10 homes in which it places families to participate in the self-sufficiency goals for the program.
Housing for Volunteer:
La Puente owns a four-bedroom single family home, located adjacent to the shelter. The house is fully furnished and equipped with the basics for simple living. Volunteers are welcome to prepare their meals at their residence, or take them at the shelter. The BVS placement would most likely be sharing the residence with volunteers assigned either independently or through another placement.

Additional Factors:
In the past La Puente home has been able to work with volunteers that have a physical handicap. We've also been able to jointly place couples within our organization. In both cases though, we would need to assure that we have proper placement sites and adequate housing before we can commit.