



Friendship Park Librarian/Park Staff (Full-time)

Monday - Friday 6:45am - 2:45pm

\$19.00 to \$21.00 per hour

Full medical and dental benefits

Friendship Park, a program of Sacramento Loaves & Fishes, is a daytime hospitality center for homeless men and women. Our programs include the reading room, guest advocacy/outreach, resource information, breakfast, men's showers, toiletry/hygiene items and survival gear. Staff works collaboratively to provide compassionate and non-judgmental services to all our guests.

Under the direction of Friendship Park Director and/or supervision of the Assistant Park Director, a Librarian/Park Staff person is primarily responsible for overseeing the daily operations of the Reading Room. The Reading Room is a private, safe, quiet space for guests to obtain various reading materials, access computers, receive information about community resources and seek respite during the day. Additionally, the Librarian/Park Staff is responsible for cross-training and assisting with various duties and services provided by Friendship Park, while ensuring the dignity and safety of all who come to Loaves & Fishes.

Librarian Position Responsibilities:

- Oversee the daily operation of the Reading Room; be open and ready to serve guests
- Track how many guests use the library for monthly reporting
- Assist guests in finding online information with computer use
- Oversee daily maintenance, cleaning, plants & repairs
- Sort new book donations
- Update and maintain library resource information, catalogue & signs
- Maintain substantive knowledge of community resources, both within Sacramento Loaves & Fishes and in the larger community
- Fairly distribute both donated and purchased items to our guests
- Oversee guest computer use
- Check phone messages and follow up
- Charge guest cell phones
- Restock the paperback exchange through the day
- Train, Supervise and Support library volunteers
- Maintain a positive, compassionate presence in the reading room at all times
- Other duties as assigned

Friendship Park Staff Position Responsibilities:

- Welcome and direct guests, volunteers and donors to proper parking and/or programs
- Maintain a positive, compassionate presence on the street at all times (excluding breaks)

- Monitor property for any possible safety or security issues
- Respond to calls for assistance by other programs and support de-escalation process
- Fairly distribute both donated and purchased items to our guests
- Refill toilet paper and plunge toilets in park restrooms as needed
- Maintain communication with L & F staff through 2-way radios
- Other duties as assigned

Required Skills and Qualifications:

- Have knowledge of and a commitment to the mission and philosophy of Loaves & Fishes
- Experience with de-escalation techniques preferred
- Ability and willingness to work with individuals experiencing homelessness and crisis including but not limited to mental illness, substance use/abuse, domestic violence, etc.
- Ability to maintain personal and professional boundaries
- Flexibility in maintaining professional boundaries within the two distinct roles described above
- Have the ability to be a self-starter and work well both independently and as a team
- Must be computer literate with basic data entry skills
- Candidate must be detail oriented, possess good written and oral communication skills
- Ability to exhibit a professional and courteous demeanor toward guests, donors, staff, and volunteers

Physical Requirements:

- Ability to grasp, push, and/or pull objects
- Ability to walk and/or stand outdoors for long periods of time
- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
- Ability to lift up to 30 lbs.

To apply please submit resume and cover letter to Human Resources by email: hr@sacloaves.org or by fax to (916) 446-9376.

This position will remain open until filled.

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.