



Job Description

Community Safety Coordinator

Common Care Ministry, Saint Peter's Episcopal Church

15 Sellers Street, Cambridge, Mass., 02138

- **Position name:** Community Safety Coordinator
- **Position reports to:** Chair of Common Care Committee
- **Location:** In-person at Saint Peter's Episcopal Church, Cambridge
- **Schedule:** Three (3) hours per call. 3pm to 6pm, two (2) Saturdays per month from September to June, on dates previously announced.
- **Pay rate:** \$100.00 per call

About Us: Common Care is a ministry dedicated to feeding our neighbors in Central Square, Cambridge. We meet twice a month to prepare a delicious, nourishing, home-style meal from scratch. Guests are welcome to come in the early afternoon for coffee hour or just for dinner service. Meals are served both to go or sit-down in the church undercroft. We also offer a selection of socks, warm hats and gloves, and hygiene products for our guests to take with them. Our mission is to provide our guests with a sense of community and welcome while they are with us.

Duties and Responsibilities:

- Work collaboratively with Common Care shift leaders to ensure that guests are welcomed and their needs met whenever possible.
- Assist in the mealtime operations of Common Care, including food service and cleaning up the space at the end of the meal.
- Orient and direct volunteers in collaboration with shift leaders.
- Be fully present with eyes on the community as a whole, defusing conflict, intervening when necessary, reminding guests to follow the Code of Conduct, and, if necessary, asking guests to leave the space.
- Work collaboratively with shift leaders and Common Care committee members to support and think strategically about current and future operations.

Qualifications:

- Background in social services or community outreach
- Excellent interpersonal, mediation and conflict resolution skills
- Ability to work both independently and collaboratively
- Comfort working with people who are experiencing homelessness, substance use disorders, and/or mental illness
- Comfort working across differences of class, race, gender, and ability
- Ability to be on your feet for extended periods