



Safe Park Indy

Job Description: Part-Time Check-In Coordinator

The check-in coordinator is responsible for supporting the day-to-day operations of the Safe Park Indy lots. It's an incredibly important role, as you are the main face our clients will see each evening. You'll act as a host, greeting our clients with a friendly, caring smile. You'll check in each car, make note of any needs they have, and ensure our amenities are functioning properly and ready for our parkers. You'll also be an important liaison to our leadership team, providing us with client updates and informing program evolutions.

Who You Are:

- A detail-oriented problem-solver.
- Energetic, enthusiastic, warm and welcoming
- Dedicated to respecting the dignity of our diverse, unhoused neighbors
- Passionate about social justice, housing and human rights.
- Stable, reliable and mature – a natural leader.

What You'll Do:

- Prep our community room for clients, including making sure our hygiene items and snacks are stocked.
- Greet clients as they arrive and check them in.
- For first time clients, provide them with a tour of the lot and the building and provide them with orientation materials.
- Build relationships with clients and understand their needs, and make note of any needs in their file.
- Ensure clients are following the code of conduct, and report any challenges to leadership.
- Provide feedback to leadership about suggested program evolutions.

Schedule and Pay:

- Monday - Friday from 5:30 p.m. - 8:00 p.m. (12.5 hours per week.)
- Pay is \$15/hour.

Interested candidates can [submit their application here.](#)