



## **2025 The Fortune Society Volunteer/Internship Program**

**About Fortune:** The Fortune Society, Inc. (Fortune) has evolved into one of the nation's preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities. **Our Mission:** The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

**Opportunity Title:** Welcome Desk Volunteer

**Type:** Volunteer, un-paid

**Department/Reports To:** Admissions / Director of Volunteer Services

**Location:** In-Person (29-76 Northern Blvd, Long Island City, 11101)

**Tentative Schedule:** Mon / Tues / Wed / Thurs ; shifts 10am-12pm or 12pm-2pm

**Duration:** One day a week for 3+ months

**Position Summary:** The vibe of the Welcome Desk volunteer is a cross between a Department Store Greeter and an Info Desk. The most important part of this volunteer's role is to emit welcoming, friendly, helpful, and kind energy.

### **Tasks:**

- Create a welcoming, safe, informative, engaging, professional and respectful space for participants.
- Look participants in the eye coming through the doors and genuinely welcome them home.
- Give people space, but offer them flyers with useful information.
- Listen and engage with people that come to visit the welcome desk.

### **Preferred Qualifications:**

- Comfortable with respectfully hearing sensitive topics with our community members.
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Strong verbal communication skills and ability to read the room and adjust accordingly to different people that come through Fortune. As this is a front of house role, dressing business casual is needed (no jeans, shorts, or casual t-shirts).
- Bonus: Spanish fluency

### **Additional Requirements**

- Must be 18+ of age

### **To Apply**

- Submit an online application at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their resume.

*We seek talented, dedicated individuals from all walks of life who possess a strong commitment to this mission. Relevant personal experience is a plus.*