

Project Title: Su Casa Catholic Worker #846

Job Title: see below (note: several positions open)

Job Description:

Hospitality Coordinator (½ time):

Prepare guest rooms
Schedule chores/Supervision
Cooking Schedule
Furniture/donation pickup
Stock and monitor medicine chest
Stock and monitor videos and toy rooms
Prepare situational signs, forms, etc (i.e. child care permission forms)
Stock and monitor CTA Cards and postal stamps
Out-take– monitoring rooms and helping families move out

Families' Activities (½ time):

Organizing Tutoring
Families' celebration and outings

Part-time Volunteers Coordination (½ time):

Part-time volunteer hours and scheduling
Mass Coordination
Appreciation dinner

Soup-kitchen (Sundays only):

Communication with soup kitchen serving parishes
Provide support to volunteers for soup kitchen meals

House Managing (Three part times):

Morning House Manager
Evening House Manager

Food Services and Supplies (part time):

Chicago Food Depository Order and Pick-up
Chicago Food Depository Truck
Food Shopping
Store Rooms, Refrigerators, Stove
Supplies and Infant needs (formula, gerbers, diapers, childcare, shampoos, soap, etc..)
Kitchen cleansing and organization
Sunday food rescue

Maintenance (part time):

General house maintenance
Guests' room maintenance
Car maintenance
Boiler

Kairos and Communication (½ time):

Bi-monthly Kairos newsletter
Mailing list update
Su Casa Phone Directory
Su Casa's History, Hall photos

Garden and landscape (½ time April-September):

Garden work:

- Planning, Volunteer Organizing and Outreach
- Cooperation with Gardening Organization (UIC Extension, Ecovida, etc...)
- Master-Gardener Classes
- W.I.C. Selling
- Preserving and Sharing of Vegetables

Playground Maintenance
Front Entrance Maintenance

Minimum requirements:

High School education

Description of project:

Su Casa Catholic Worker Community's mission is to provide hospitality for homeless Latino families. In addition we run a Sunday soup kitchen and have a large community garden. We are located in South Chicago in a predominantly African-American neighborhood. In keeping with the Catholic Worker tradition we have a vision of simple living, non-violence, community and neighborhood cooperation, and social justice work. Su Casa was founded in 1990 as a house of hospitality for political refugees from Central and South America. As needs for this population changed so did the mission. We began serving any Spanish speaking family with need for housing. Spanish speaking ability is highly recommended. Volunteers generally help with a combination of two of the part-time descriptions.

Housing for Volunteer:

Su Casa is a large 100 year old building that used to be a Franciscan priory. Volunteers and families have their own bedrooms and share common bathrooms, living space and kitchen on project site.

Additional Factors:

We will take couples.

We are somewhat accessible for physically handicap as we have an elevator. There are steps into and out of the building however.

We offer a 6 month term for older adults.