

Job Description: Street Team Leader



About Serve The City

Serve the City is a movement of volunteers around the world connecting with local opportunities to serve in our cities. Many people want to get involved in the community and help in some way, but it's hard to know where to start or if the simple things we might do would make a difference. Serve the City organises events where volunteers can start by showing kindness in practical ways to people in need, believing that many people doing small things together can make a big difference. Serve the City began in Brussels in 2005, and came to Luxembourg in 2012, where it has become the leading charity for the expat community.

Role

The Street Team Leader will be in charge of organising our flagship project on a regular basis. This project, which was actually the first to be launched by STC in Luxembourg, is usually run twice a month while other organisations taking care of homeless people are closed over the weekend. The preparation of food and drinks take place at our partner premises (Stëmm vun der Strooss). We expected the new leader to dedicate a Saturday from 10am to 2pm at least once every 2 months. Depending on experience training by a senior leader will be provided and the Street Team could be organized in tandem for a few occurrences.

Main tasks

- Send the call for volunteers to our mailing list few days prior to the event
- Answer potential emails from volunteers registered for the project
- Go shopping ahead of the Street Team
- Prepare the kitchen before the arrival of volunteers
- Brief new comers of the course of the project
- Supervise preparation and distribution of food and drinks
- Check that the Health and Safety Procedure is followed at all time
- Draft a short report post event

Skills and capabilities:

- Experience with charities and particularly homeless people as an asset
- Great sense of organisation
- Good interpersonal skills
- Ability to communicate clearly
- Fluent in English. Knowledge of other languages an advantage.

Please note that as we are 100% volunteer based charity, all positions are unpaid work at the service of the Community and should not represent more than few hours a week. To apply please send your resume and cover letter to hr@servethecity.lu or send a quick application through this [form](#).