



Transitions – Mental Health Association
784 High Street, San Luis Obispo, CA 93401
www.T-MHA.org (805) 540-1926

Volunteer Job Description

Position Title: **HOUSING DATABASE TEAM VOLUNTEER**

Supervisor: Volunteer Support

About Transitions-Mental Health Association

Transitions-Mental Health Association (TMHA) is a nonprofit organization dedicated to eliminating stigma and promoting recovery and wellness for people with mental illness through work, housing, community and family support services.

Position Summary

The Housing Database Volunteer's two tasks will be:

- Work with our Housing Database Team to collaborate in researching housing placement options to add to TMHA's Housing Database
- Calling housing sources to confirm their details (keeping the database updated)

General Tasks

- Collaborating with Housing Database Team (meetings Fridays 10:00am) and working independently
- Contacting housing resources by phone
- Updating the database (a Google Sheet)

Minimum Requirements

- Excellent knowledge of Google Sheets
- Comfortable with phone-based research
- Dependable self-starter

Job Environment

- Work is mostly indoors at our 784 High Street office or at home (if volunteer has a computer, phone, and internet access at home)
- Provides opportunity to expand knowledge of our organization and mental health

To Apply

Please apply at www.t-mha.org/volunteer.php or contact Caity McCardell, Volunteer Support, with questions regarding this volunteer position at 805-540-6557 or cmccardell@t-mha.org

Thank you for supporting TMHA! We appreciate the many contributions of our community!