



SAFETY AND SANITATION ADVOCATE

ORGANIZATIONAL PURPOSE: Avalon Center provides trauma-informed, survivor-centered services that promote safety, healing, empowerment, prevention, and emergency Stabilization for individuals and families impacted by domestic violence, sexual assault, stalking, trafficking, strangulation, traumatic brain injury (TBI), and related forms of trauma.

JOB TITLE: Safety & Sanitation Advocate (*Part-Time, Non- Exempt, In-person*) 15-Hours a week

The Safety & Sanitation Advocate is a part-time position responsible for supporting the cleanliness, safety, and operational readiness of Avalon Center's confidential residential campus. This position helps maintain a safe, organized, and healing-centered environment for survivors and their families by assisting with sanitation, room turnovers, inventory management, donation organization, and campus support activities that promote resident wellness, dignity, and stability.

SERVICE AREA: James City, York, New Kent, Charles City, Poquoson, Williamsburg, Gloucester, Mathews, King William, King & Queen, Middlesex.

OFFICE LOCATION: James City County

Reports to: Senior Director of Youth and Family Services

About Avalon

Avalon Center is committed to providing safety, advocacy, and support to survivors of domestic and sexual violence. We operate with professionalism, confidentiality, and a trauma-informed approach.

ESSENTIAL RESPONSIBILITIES (Additional duties may be designated by Program Director)

- Maintain cleanliness, sanitation, and organization throughout Avalon Center's residential campus, communal spaces, offices, and shared living environments.
- Conduct routine campus walkthroughs, monitor surveillance cameras, and promptly report safety, maintenance, or environmental concerns to appropriate staff.
- Prepare resident rooms for new arrivals.
- Monitor, organize, and restock household supplies, hygiene products, pantry items, and other essential resources to support resident needs and daily campus operations.
- Assist with donation intake, inventory management, storage organization, and distribution of supplies and resources.
- Support infection prevention, environmental safety, and campus readiness practices in accordance with organizational standards.
- Maintain cleaning schedules, inventory logs, and other required documentation in a timely and accurate manner.
- Provide operational support during campus activities, special projects, and emergency situations, as assigned.

Preparation & Qualifications

- High school diploma or equivalent required;

- Experience in housekeeping, sanitation, environmental services, hospitality, facilities support, property management, residential services, or a related field preferred.
 - Experience working in a trauma-informed, residential, shelter, healthcare, or human services environment preferred.
 - Ability to establish and maintain professional boundaries with residents, staff, volunteers, community partners, and the public.
 - Ability to work independently, exercise sound judgment, and collaborate effectively within a team environment.
 - Strong organizational, time management, and basic computer skills.
 - Ability to maintain confidentiality and manage multiple priorities in a fast-paced environment.
 - Ability to lift, carry, push, and move supplies and equipment and perform routine physical tasks associated with campus operations.
 - Successful completion of pre-employment and annual criminal background screenings required.
-

This description provides a general overview of the type and levels of work performed. It is not intended to be all-inclusive or to represent a comprehensive description of all specific duties.

Avalon Center is an At-Will employer that celebrates diversity and is an **equal opportunity employer**. **We offer competitive wages and benefits as well as a family-friendly, and drug-free work environment**. If you are passionate about helping individuals affected by intimate partner violence and making a positive impact in the community, we encourage you to apply. This is a rewarding opportunity to provide support, advocacy, and empowerment to survivors on their journey towards safety and healing.

To apply, please submit your resume and cover letter with references detailing your relevant experience and qualifications.

Submit inquiries to: jobs@avaloncenter.org