



## **Friend in Residence**

William Penn House seeks a seasoned Quaker individual (or couple) to join our community as a Friend(s) in Residence, for a term of six months to one year. We seek a team-oriented individual(s) committed to radical hospitality, building community, and supporting peace and justice activism based on Quaker values and testimonies. This individual or couple will be a core part of our residential staff community and serve as a resource to William Penn House and the community that we serve, engaging with interested guests and staff about Quakerism and helping ground the life of the House in the Life of the Spirit. The primary roles of the Friend(s) in Residence are to create a welcoming environment for our guests and (as part of the hospitality team) to manage the daily activities of the hospitality program. The Friend(s) will also participate in and help coordinate other WPH programs – public events on peace and justice issues, experiential education programs, and support for activism – and may assist with marketing, outreach, facility maintenance, and other WPH activities. A wide range of gifts could readily contribute to this work, from non-profit management, to experiential and/or religious education, to spirit-led activism, to historic building restoration.

### **About William Penn House**

William Penn House is a Quaker center supporting peace, equity and justice through radical hospitality and innovative social justice education. Located just five blocks from the U.S. Capitol in Washington, DC, we provide welcoming, inclusive, community-based Quaker hospitality for groups and individuals visiting Washington. Guests include activists who have come to DC to advocate for a more peaceful, just, and sustainable world, individuals from diverse faith and philosophical traditions living out their ethical values, and school groups – from elementary to graduate level – learning about the democratic process as it unfolds in the nation’s capital. In addition to radical hospitality, WPH staff members develop and lead experiential education programs and host public events that nurture diverse communities committed to building more peaceful, equitable and inclusive societies.

### **The William Penn House Community**

The community at William Penn House consists of 3-5 residents – a mix of volunteers, interns, and staff members – plus 2-3 staff who work but do not live on site and an ever-changing array of non-resident Friends of the House. Residents have private rooms in staff-only areas with shared staff bathrooms, a staff-only kitchen and small dining area, and share gardens with guests and, occasionally, neighbors, their dogs and the random tourists. Up to 30 guests will be staying in the House on any given night and crowding the breakfast table with some of the most fascinating, inspiring and hilarious stories you will ever hear.

### **Hospitality Staff Responsibilities**

Daily hospitality duties include convening the morning meeting for worship, serving and cleaning up breakfast, doing 1-2 loads of laundry per day, checking guests in or out, and assisting guests as needed. A member of the hospitality staff is on duty from 7:00 am – 12:00 noon, and from 4:00 pm – 9:00 pm. The staff member on duty also answers phones, takes reservations, and addresses simple maintenance or cleaning tasks. One staff member is “on-call” for emergencies each night that there are guests in the house.

As part of our mission of radical hospitality, staff members welcome guests warmly and, as appropriate, get to know them and learn about the work that brings them to Washington. Our guests come from all walks of life and all over the world, so we often have a lively community in the House!

### **Other WPH Programs**

WPH experiential educational programs engage groups from middle school to college age in service-learning projects, seminars on social justice issues, meetings with activists and policy-makers, and other related activities that facilitate learning about and connecting with issues of peace and justice. Our public events bring together neighbors and friends from across the region to learn about and discuss social justice issues, through film screenings, presentations, workshops, and opportunities for fellowship and networking. The Friend(s) in Residence will help promote, coordinate and host these programs.

### **Other Opportunities**

William Penn House is an ideal location for exploring Washington and participating in the work of non-profit groups or government agencies. We are only five blocks from the Capitol, and very convenient to the Friends Committee on National Legislation, the House and Senate offices, Library of Congress, and the National Mall and museums. The rest of the city is easy to access by bike or public transportation. William Penn House also sends staff and volunteers as representatives to Yearly Meetings and other Quaker gatherings.

### **Specifics**

Because we need hospitality staff on duty seven days a week, some evening and weekend work will be required. In general, the Friend(s) in residence will serve as hospitality staff member on duty for approximately 20-25 hours per week and support other programs and activities for an additional 10 hours, for a total of between 30-35 hours each week. For couples, the work responsibilities could be shared in such a way that one member could take on other volunteer assignments. Couple schedules can also be coordinated to allow for shared time off. Vacation time will also be included.

This is a volunteer position. A simple, furnished room is provided, with a staff-only bathroom, and groceries are provided for all residents. A modest living stipend may be negotiated based on need.

Physical requirements: ability to walk up and down stairs many times per day and lift up to 40 pounds.

PLEASE NOTE: Because we work with young people, all staff and volunteers must complete a criminal background check prior to beginning service.

To apply, send a letter of interest, resume, and contact information for 2 references to:

Vereene Parnell  
Resident Manager  
(202) 543-5560  
[vereene@williampennhouse.org](mailto:vereene@williampennhouse.org)