



Resident Hospitality Volunteer

William Penn House is seeking a dedicated, service-oriented individual committed to peace and social justice to join our community as a part-time hospitality volunteer. This individual will be an integral part of our hospitality work, serving as a resource to William Penn House, our guests, the diverse communities that we serve and the transformative residential community we seek to build. The volunteer will serve approximately 20 hours per week, allowing ample time for other pursuits such as graduate studies, research, part-time work, or an internship. We welcome volunteers of any religious or secular tradition, however they should be grounded in a faith or philosophical worldview that is compatible with and respectful of the teachings of the Religious Society of Friends on which our work for peace, justice, environmental sustainability, and social equality is based.

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 US 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.

Roles and responsibilities

The primary role of the Resident Hospitality Volunteer will be to support our hospitality ministry for up to 20 hours per week. Hospitality duties include, but are not limited to:

- Being a first contact, via phone and email, for prospective individuals and groups seeking information about overnight accommodations, conference room rental and upcoming public events
- Creating a welcoming, supportive and functional environment for guests and other visitors
- Taking reservations using our cloud-based booking system (WPH will train you)
- Assisting with all aspects of daily hospitality -- serving the simple breakfast we provide for guests each day, setting up rental spaces for community use, overseeing guest arrivals and check-outs

- Helping keep guest areas and shared staff spaces clean and well-organized
- Doing one to two loads of laundry per day, as needed, based on schedule and number of guests in residence, and periodic heavier cleaning and light maintenance and yard work
- Hosting and participating in community events held in the House.

As time allows, resident volunteers are encouraged to collaborate on the development and implementation of education programs and public events related to peace, diversity, and social justice, to participate in outreach, marketing and fundraising activities, to contribute to WPH's social media presence, and to use their own unique talents in ways that benefit the mission of William Penn House and the health and well being of the WPH community.

Qualifications and characteristics

The ideal candidate will have the following characteristics and experience:

- Proven service and social justice orientation in personal and professional life
- Experience or strong desire to live in an intentional community grounded in faith- or philosophically-based reflection that is compatible with Quaker teaching and practice
- Innate curiosity about and sensitivity to people whose background and experience differs dramatically from your own
- Experience and skills in working collaboratively
- Ability to multi-task and manage multiple priorities and projects independently
- Basic computer literacy and facility with Microsoft Office suite
- Strong communication skills, written and oral

Flexibility, openness and a resilient sense of humor are essential.

This is a volunteer position. A simple, furnished room is provided, with a staff-only bathroom, and groceries are provided for all residents. Due to the need for hospitality coverage seven days a week, weekend and evening work will be required for the Resident Volunteer.

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