

Cold Weather Shelter Overnight Staff Job Description

The Cold Weather Shelter overnight staff person will provide the sense and physical presence of a secure environment for the shelter guests and volunteers during the overnight hours from 11pm to 7am.

Cold Weather Shelter Overnight Staff will perform the following duties:

- Work in cooperation with the shelter manager and the case manager to provide consistency for the shelter guests.
- Maintaining order and safety in the shelter overnight.
- Seek to prevent violence, excessive noise and other infractions of rules.
- Regularly patrol the sleeping areas and rest rooms.
- Make sure all door areas are closed securely.
- Control access to the shelter overnight.
- Write incident reports deliver them to the shelter resident
- Write a daily shift report email.
- Remain awake through the night while overnight volunteer sleeps.
- During overnight hours, complete assigned tasks such as data entry and organization of non-sleeping shelter areas.
- Make sure all guests leave the shelter by 7 AM daily.
- Attend weekly staff meetings and shelter coordinator meetings for 2 hours each Thursday beginning at 4pm.

Qualifications and Requirements

- HS Education required. Experience working with clients with complex issues of homelessness preferred.
- Proven ability to build relationships with volunteers, shelter residents and other community members.
- Ability to make decisions in high pressure situations.
- Ability to use PC and MS office preferred.
- Shift is Fri-Sat from 11pm to 7am, 2 hours of meetings on Thursday beginning at 4pm-18 hours weekly.
- Flexibility to cover for another shelter staff person as needed.
- \$12.50/hour to start

To apply send a resume and cover letter to Jeannie@reachofwc.org