



## **Title: Cold Weather Shelter Weekend Overnight Staff**

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 10:30pm to 7am.

### **Duties and Responsibilities:**

- Work in cooperation with the shelter manager and the case managers 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 restrooms.
- 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 shift report and organization of non-sleeping shelter areas.
- Make sure all shelter residents leave the shelter by 7 AM daily.

### **Job Qualifications:**

- HS Education required
- Experience/comfortable working with clients with complex issues of homelessness preferred
- Ability to interact positively with volunteers, shelter residents and staff
- An understanding of and respect for the diversity within a community
- Ability to make decisions in high pressure situations
- Ability to get to work for assigned shift regardless of rain, sleet or snow
- Ability to use PC and MS office preferred

### **Schedule & Benefits:**

- Seasonal PT average of 20 hours per week position (October-April)
- Shift is Fri-Sat from 10:30pm to 7am (October- April)
- Attend staff and shelter meetings on Thursdays 4-6 pm, preferred
- Flexibility to cover for another shelter staff person as needed
- \$14.50/hour

**Reach of Washington County is an Equal Opportunity Employer.**

**If you are interested and feel you are qualified for this position, please submit your resume and a short cover letter to [Jeannie@reachofwc.org](mailto:Jeannie@reachofwc.org).**