

Extreme Weather Shelter Project Staff Job Descriptions

Job Site: TBD

Term: December 1, 2021 to March 31, 2022

Reports to: Directors Team

Classification: Support Worker

Wage Rate: \$25 (First Shifts) \$30 (Overnight)

First Shifts: 5pm-9pm or 6pm-9pm

Overnight Shift: 9pm-7am

A “Sign up Genius” will be sent out on a 14-day cycle. Staff selects shifts within that time frame. If the day signed up for becomes a shelter day (25 degrees and below), then that staff will be working. Notification via text alert and hotline.

First Shift (6 people)

The first shift is to ensure the guest is safely checked into the Cold Weather Shelter, and that their needs have been met.

Duties:

- Engage and welcome guests into the shelter
- Abide by checklists and program guidelines, communicating them to guests
- Assist in Check In, Guest Rules, Waivers
- Conduct Search at designated station
- Monitor guests during waiting periods, and throughout each station
- Assign proper items to guest for showers
- Oversee dinner
- Assign designated sleep areas, beds, blankets, etc.
- Write incident reports and communicate to all necessary staff/management
- Report any issues to Shift Lead

Overnight Shift (3 people)

The overnight shift is to provide the sense and physical presence of a secure environment for the shelter guests and volunteers during the overnight hours.

Duties:

- Work in cooperation with the first shift to provide consistency for shelter guests
- Maintain order and safety in shelter
- Seek to prevent violence, excessive noise and other infractions of rules
- Regularly patrol sleeping areas and restrooms
- Make sure all door areas are closed securely
- Write incident reports and communicate to director
- Remain awake through night while overnight volunteer sleeps
- Complete assigned tasks such as organization of non-sleeping shelter areas
- Make sure all guests leave the shelter by 7AM daily

Apply Here: <https://forms.gle/DdFPENsAxCQTKjpa7>