

## **PURPOSE OF POSITION**

To serve the church by ensuring a safe emergency shelter for homeless adults.

## **RESPONSIBILITIES**

- Assist in volunteer training for shelter positions.
- Oversee proper check-in of all residents nightly including logging in Charity Tracker, in the absence of the Shelter Manager.
- Assist in ensuring all new residents are scheduled with a Care Coordinator for assessment.
- Assist in ensuring proper documentation is kept for all residents
- Ensure all shelter policy/procedure, rules/regulations forms are stocked and kept up to date.
- Ensure the sleeping areas are kept orderly and clean.
- Ensure clean linens and clothing for each resident.
- Ensure night and morning security procedures are adhered to.
- Assist in ensuring financial accountability for each employed resident.

## **ORGANIZATIONAL RELATIONSHIPS**

- The Assistant Shelter Manager reports directly to the Shelter Manager and works alongside the Outreach Center staff.

## **JOB REQUIREMENTS**

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Investigative.
- Wide range of interpersonal skills.
- Public speaking skills.
- Proficiency in Gmail operation, including Google Calendar and Google Drive operations.
- Proficient with Microsoft Office operations.
- Ability to enter notes in Charity Tracker.
- A servant's conduct.

## **HOURS**

- Thursday through Monday, 2:00 p.m. - 9:00 p.m.