



JOB TITLE Shelter Operations Manager (Part-Time)

MISSION STATEMENT

Community of Faith Mission (COFM) is a faith-based emergency shelter program that serves those experiencing homelessness in the Greater Williamsburg community during the coldest months of the year. For details, please visit us at <https://cofm.info/jobs>

POSITION OVERVIEW

This position is part time. The Shelter Operations Manager (SOM) works closely with COFM Executive Director to ensure safe, smooth, and effective shelter operations. This is a hands-on position to support volunteers and congregations, oversees the shelter managers, manage supplies and logistics, and conduct training and seasonal preparation. This role ensures safe, effective operations in alignment with the COFM mission. Compensation ranges from \$20-25/hour commensurate with experience. Expected annual hours range from approximately 400–550, depending on seasonal demand, program growth, and organizational needs.

SCOPE OF RESPONSIBILITIES

SOM will be on-site or on-call during shelter season. SOM will: Lead seasonal training of Shelter Managers and volunteers on processes and problem solving; Ensure new site setup follows standards; Update Homeless Management Information System (HMIS) data base; Effectively manage security and crisis situations; Coordinate breakdown and trailer transfers; Update COFM social media with weekly photos; Support outreach campaigns; Maintain weekly shelter supplies.

WORK ARRANGEMENT

Majority of work occurs between September and May. Daytime and evening hours are required during mid-October through mid-March, with more evening hours during the first several weeks of the shelter season which runs from mid-November through mid-March. Off season months have reduced flexible hours focused on preparing for the upcoming season.

QUALIFICATIONS FOR THE JOB

Required: Experience in community outreach and engaging with diverse groups: local government social services, non-profits and volunteers. Experience working with homelessness and/or mental illness. Strong interpersonal, written and verbal communication skills. Ability to collaborate and manage multiple priorities.

Preferred: Must have ability to lift 30 lbs. Reliable transportation. First Aid/CPR/AED certification a plus. Proficiency in Microsoft Office, Google Suite, and basic social media posting.

TO APPLY AND VIEW FULL JOB DESCRIPTION

Visit us at www.cofm.info/jobs. Send cover letter and resume to jobs@cofm.info. Expect a reply within 3-5 days.