



JOB OPENING

Emergency Shelter: Shift 1 Shelter Manager

JOB TITLE: Shift 1 Shelter Manager (3 or 4 nights per week)

REPORTS TO: Shelter Operations Manager (SOM) (Executive Director in the absence of SOM)

Community of Faith Mission is a faith-based emergency homeless shelter program that provides food and shelter for up to 18 weeks from mid-November through mid-March for those without a home in the Greater Williamsburg, VA area which includes City of Williamsburg, James City County and upper York County by rotating weekly to various faith community sites. Emergency shelter site hours are 5:00 p.m. – 7:00 a.m.

GENERAL JOB DESCRIPTION

This seasonal position is responsible for set up and implementation of all associated tasks within the shelter site and reports directly to the Shelter Operations Manager and indirectly to the Executive Director. Employment period is mid-Oct thru mid-March, with shelter site hours of 5:00 p.m -9:15 p.m. usually commencing mid-November. This position is for three or four evenings per week, with one of the nights being a Sunday or Saturday. Paid training is provided.

DUTIES AND RESPONSIBILITIES

- To oversee evening shelter duties at each shelter site.
- Data input for all guest intakes, check-in, into the COFM database.
- Provide support, assistance and oversight to volunteers, providing guidance and support with specific duties to ensure guests are checked in and guided to the appropriate area safely and efficiently.
- Manager will ensure that all COFM policies, procedures and security protocol are maintained.
- Establish good working relationships with host/partner key volunteers, agencies, and service providers.
- Responsible for being aware of shelter supply inventory needs and reporting needs to the Shelter Operations Manager of any shortage of supplies.
- Ensuring trailer was unloaded/loaded properly.
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

- Individual must have excellent verbal, written and interpersonal skills.
- Must be able to be a team player and be consistent with policies and procedures.
- Attention to detail and problem-solving skills is a must.
- Work/volunteer experience dealing with homelessness or mental health strongly preferred.

KEY COMPETENCIES

- Basic knowledge of computer skills is necessary. Microsoft Office, Database entries, Google G Suite Apps (Gmail, Calendar, Drive, Google sheets, etc.). Knowledge of printers, wifi/hotspots needed

PHYSICAL REQUIREMENTS

- Ability to stand/sit/walk for extended periods of time and must be able to lift up to 30 pounds

COMPENSATION: Hourly rate of pay begins at \$19.00

To apply, please send cover letter and resume with to jobs@cofm.info. Please include full job description in subject line