



# **JOB OPENING**

## ***Emergency Shelter: Shift 2 Shelter Manager***

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**JOB TITLE:** Shift 2 Shelter Manager (3 or 4 nights per week)

**REPORTS TO:** Shelter Operations Manager (SOM) or 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 continuation of all associated tasks within the shelter site and reports to the Shelter Operations Manager. Employment period is generally mid-Oct thru mid-March, with shelter site hours of 9:00 p.m -2:15 a.m. usually commencing mid-November. This position is for three or four nights per week, with one of the nights being a Sunday or Saturday. Paid training is provided.

### **DUTIES AND RESPONSIBILITIES**

- Oversee overnight shelter operations at each shelter site.
- Data input for all guest intakes, check-in for any overnight guest.
- Provide support, assistance and management to volunteers, providing guidance and support with specific duties to ensure guests are checked on throughout the night and any incoming guest is checked in according to overnight protocol.
- 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 SOM of any shortage of supplies.
- 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](mailto:jobs@cofm.info). Please include full job description in subject line