

Swing Shift Manager

Job Announcement: January 26, 2012

Interfaith Sanctuary Homeless Shelter is accepting job applications for a part-time swing shift manager for Thursday - Saturday nights from 5:15 pm - midnight. This position will also act as a back-up for other swing shifts on an *occasional* basis (usually with advance notice). A modest health reimbursement plan is available for p/t employees.

Experience in shelters is not required.

Pay rate is \$10 per hour. Applications will be accepted until the position is filled.

Completed applications **must be sent by email only** to info@interfaithsanctuary.org.

A confirmation email will be sent to applicants who submit a complete application (see info at the bottom of the application for more information). Applications may not be delivered to the shelter, mailed or faxed.

For more information about Interfaith Sanctuary, visit our website at www.interfaithsanctuary.org.

The job application can be found on the Sanctuary website: www.interfaithsanctuary.org. Application links are located on the 'Job Announcement' page tab and also on the most recent blog post.

Requirements:

- Some work or volunteer experience with vulnerable populations.
- Excellent people and communication skills.
- Detail oriented.
- Ability to work effectively within a challenging environment.
- Some managerial experience.
- Ability to follow policies and procedures & effectively respond to emergency situations.
- Basic computer and emailing skills.
- Ability to effectively manage community & resident volunteers.
- Ability to interact effectively with community & emergency service personnel.
- Understands and is able to abide by Sanctuary's core values of compassion, respect, dignity.
- Ability to work well in a team environment.

Job Description:

- Manages up to 160 shelter guests during the swing shift from 5:15 pm – midnight, Thursday - Saturday.
- Responds to resident needs and requests throughout the evening including handling new intakes, interacting with emergency personnel, problem-solving, and providing assistance as needed.
- Communicates as needed throughout the shift to management staff and at the end of the shift through emailed shift reports.

Supervision:

- Receives training and on-going support from Operations Director.
- Meets once per month with Executive Director, Operations Director and all staff for Staff & Operations Team meetings.

Interfaith Sanctuary is a drug-free work environment.