

Overnight Shift Manager

Job Announcement

Interfaith Sanctuary Homeless Shelter is accepting job applications for a part-time overnight shift manager for Saturday - Monday nights – 11:45 pm to 8:30 or 9:00 am. Experience in shelters is not required. Starting rate of pay is \$9 per hour.

Requirements:

- Some experience with vulnerable populations.
- Good people and communication skills.
- Ability to work within a sometimes stressful environment.
- Some managerial experience.
- Willingness and ability to actively participate in morning janitorial duties.
- Ability to effectively respond to emergency situations.
- Basic computer and emailing skills.
- Ability to effectively manage morning community volunteers.
- Understands and is able to abide by the values of Interfaith Sanctuary.
- Ability to work well in a team environment.

Job Description:

- Manages 150 + shelter residents during the overnight shift from 11:45 pm – 8:30 pm (or 9:00), Saturday – Monday nights.
- Responds to shelter guest needs and requests throughout the evening including handling late arrivals, dealing with emergency personnel, problem-solving, and providing assistance as needed.
- Enters data into HMIS system (homeless management information system) during overnight shift. Training is provided.
- Oversees morning duties including departure of residents, managing community and shelter guest volunteers, and ensuring that the shelter is clean and organized.
- Communicates as needed throughout the shift to management staff and in the morning through emailed shift reports.

Supervision:

- Meets once per month for an All Staff meeting (1st Thursdays from 3:30 – 5 pm).
- Meets regularly with the Operations Director who provides direct supervision.