

Position Title:	Sky Valley Cold Weather Shelter Site Staff	Department:	Sky Valley Services
Reports to:	Director of Sky Valley Services	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	December 2020	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

The focus of this position is to support the operations of the Sky Valley Cold Weather Shelter. A successful candidate will ensure a safe environment for our unsheltered guests. This position will be covering shift times of 1:00am-7:30am.

Principal activities:

Cold Weather Shelter Operations:

- Maintain a safe and friendly location for guests. Able to de-escalate hostile or potentially hostile situations to maintain order within the shelter for safety of all guests.
- Must be knowledgeable of working with the homeless population and understanding of the complexities of homelessness.
- Able to clearly communicate verbally and in writing for daily logs, incident reports and status updates to supervisor.
- Able to follow protocols around setting up the space, check-in process, overnight duties, morning wake-up and closing procedures.
- Other work-related duties as assigned.

Qualifications:

- Experience working with the unsheltered population is a must.
- Ability to work independently with strong problem solving skills.
- Beginner understanding of MS Office products including Word and Excel.
- Ability to navigate electronic web portal systems, email, and basic internet.
- Written/verbal communication skills.
- Will be required to be on-call to work overnight from 1am-7:30am.
- Must be able to successfully pass a pre-employment background check.

If you wish to apply for this position, please email your resume to: recruiter@voaww.org.

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