POSITION OPENING ANNOUNCEMENT

Job Title: Disaster Distress Helpline Supervisor – Temporary

Position Overview:
The Disaster Distress Helpline Supervisor will be responsible for scheduling staff on the Disaster Distress Helpline (DDH) and collecting and approving timesheets from those staff. This position will also attend the weekly check-in meeting, fill in for some open high-need DDH shifts, and other administrative or supervisory duties as assigned. This position reports to and works closely with the Crisis Intervention Program Manager.

Though this position is temporary, it will involve learning and practicing higher level tasks, such as facilitating meetings and interacting with human resources, making it good experience for future supervision-related careers.

Desired Qualifications
- Familiarity with Google Drive (shared document storage) and Google Sheets (or Excel)
- Attention to detail
- Ability to meet deadlines
- Commitment to accessibility, caring and nonjudgmental provision of services
- Ability to prioritize multiple tasks and work independently
- Ability to demonstrate commitment to working with a team of professionals.
- Successful completion of CommUnity’s Crisis Intervention Training

Hours:
Part Time (full time hours may be possible), flexible, hours will vary, minimum of 10 hours a week

Compensation:
Part Time: Starts at $14.00/hour, additional compensation based on years of experience

Application:
Persons interested in this position should email:

Sara Knox, Crisis Intervention Program Manager
sara.knox@builtbycommunity.com and copy
ryan.dickson@builtbycommunity.org

Application deadline: May 7th, 2020
CommUnity is an Equal Opportunity Employer.