Title: Winter Shelter Coordinator (Temporary Position)

Position Summary: Shelter Coordinators are responsible for direct client support with individuals who are experiencing homelessness in an emergency shelter setting. The Shelter Coordinator team will be responsible for maintaining and regulating the facility as well as ensuring a safe and healthy environment. Evening and overnight hours are available.

Reports To: Shelter Manager

Key Responsibilities:
- Provide a welcoming environment to clients, donors, volunteers, and the general public.
- Complete the intake process for people who are new and staying in emergency shelter.
- Intervene and appropriately de-escalate crisis situations.
- Distribute donations to individuals in need.
- Provide oversight and supervision so that a safe and healthy environment is maintained at all times.
- Communicate information regarding services and other housing interventions to clients.

Other Responsibilities:
- Maintain an organized, clean and productive work environment.
- Ensure that all services are confidential and no information is shared without consent.
- Other duties as assigned.

Position Qualifications:
- Minimum of high school diploma or GED.
- 1 year of experience working with persons in poverty or with disabilities preferred.
- Positive attitude and patience.
- Ability to work under pressure.
- Effective written and verbal communication skills.

Compensation: Commensurate with experience. Winter Shelter Coordinators are generally temporary part-time positions that work a variety of evening and overnight shifts beginning in December and ending in March. Overnight availability is required. Successful temporary employees have the potential to transition to full-time work at Shelter House in our other programs.

Interested applicants should send their resume, a cover letter directed to Faith Walker, Shelter Manager, and a list of three references to HR-staff@shelterhouseiowa.org. The positions will be filled as candidates are identified and interviewed. Shelter House is an Equal Opportunity Employer.