

Severe Weather Shelter Network

Position:	Overnight Host/Team Lead
Supervisor:	Regional Coordinator
Number of hours:	27 - 40 hours per week/Seasonal: October 1 - April 30
Pay Rate:	\$200 per night
Annual review:	Executive Director of Operations with Regional Coordinator

Summary of duties:

This position has primary responsibility for oversight and implementation of the Congregate Shelter programs of Severe Weather Shelter Network in the assigned geographic region. The Overnight Lead Host will be responsible for oversight, organization and utilization of all confirmed Evening and Overnight volunteer staff to fulfill the work of the organization. The Overnight Lead Host is an integral member of the Regional Team and collaborates regarding Congregate Emergency Shelter and organizational volunteer and staffing needs to support the Mission and Vision of the Ministry.

Responsibilities:

- **Leadership development and Community Outreach**
 - Work closely as a member of the Regional Team to bring the Evening and Overnight volunteer and staffing needs of the Congregate shelter for coordination and collaboration as it applies to the Mission and Vision of Severe Weather Shelter Network in the specific assigned geographic region.
 - Participate in the Regional Team meetings as determined by the Regional Coordinator
 - Empower the Evening and Overnight Volunteers at the specific site to support the work of Severe Weather Shelter Network on assigned shelter nights
 - Coordinate Volunteers in their roles to include:
 - Congregate shelter evening and overnight support in the building
 - Congregate Emergency Shelter participation
 - It is expected that Overnight Lead Hosts will serve in the Emergency Shelter to help keep our purpose in front of us and to better tell our stories and the bigger story of homelessness in our context. Serving may include:
 - Emergency Shelter responsibilities and roles as assigned by the Regional Coordinator
- **Shelter Operations**
 - Oversee and mobilize the confirmed Evening and Overnight volunteers according to SWSN policies and protocols to assist in implementing emergency shelter on assigned nights.
 - Oversee and mobilize shelter guests and overnight volunteers in the cleaning, sanitizing and organization of the space to make it business ready for other groups during the daytime hours.
 - Ensure Health Protocols and best practices are implemented to protect the health of all guests, volunteers and staff
- **Communications**
 - Content contributor in collaboration with the Regional Coordinator as it relates to telling the story of SWSN. This could include:
 - Curate stories, photos, videos to assist in telling the story for our website, blogs, newsletters, social media platforms, etc.
 - Volunteer stories, partner stories, guest stories
 - Overnight Lead Host will update the Regional Coordinator each morning prior to leaving the building. The report will include any guest concerns, supply needs, or building issues that need to be brought to the attention of the Church liaison.

Policies & Expectations:

- **Shift Expectations and implementation:**
 - Overnight Host/Team leads will work a minimum of 27 and up to 40 hours per week during the shelter season.
 - Each shift begins at 6pm and concludes at 7:30am the following morning
 - Each Overnight host will take a turn being awake. Overnight hosts may sleep during the hours they are not scheduled to be awake.
 - Each Overnight Team Lead will work a minimum of 2 shifts per week (if severe weather), with a maximum of 3 shifts per week.
 - All employees will remain available and responsive via Google Chat, email and phone during assigned work hours
 - Shift availability is dependent upon the weather. SWSN only mobilizes emergency shelter when overnight temperatures and conditions are projected to be 32 degrees or colder with wet conditions or 20 degrees or colder with dry conditions.
 - It is possible there will be weeks during the shelter season when SWSN does not shelter at all.
 - Average number of shelter nights is 3-4 nights each week December - March.
 - SWSN has had occasional shelter events that last as many as 12 nights in a row.
 - October, November and April are light shelter. Average of 4-8 nights during the entire month.
 - All Overnight Team Leads will use the QuickBooks Time Tracker phone app to log in and out in order to track their time.
 - During the shelter season it is possible that location, hours and/or days may shift in order to best support the shelter process
 - All Timesheets must be kept current and up to date with hours worked in order to be paid on time.

Physical and mental requirements

- Ability to lift up to 25 pounds; Agility to get up and down from the floor
- Alert, organized, problem-solving, conflict resolution, creativity, reasoning, good judgment, discernment, relational