

# Severe Weather Shelter Network

Position: Regional Coordinator  
Supervisor: Executive Director of Operations  
Number of hours: Part Time up to 30 hours per week/Seasonal: September 1 - May 31  
Pay Rate: \$20 hourly  
Annual review: Executive Director of Operations

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## **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 Regional Coordinator will be responsible for oversight, organization and utilization of all volunteers and Overnight staff to fulfill the work of the organization. The Regional Coordinator is an integral member of the Operations Team and collaborates regarding Congregate Emergency Shelter and organizational volunteer and staffing needs to support the Mission and Vision of the Organization.

## **Responsibilities:**

- **Leadership development and Community Outreach**
  - Work closely as a member of the Operations Team to bring the volunteer and staffing needs of the Congregate Emergency Shelter for coordination and collaboration as it applies to the Strategic Plan and the Mission and Vision of Severe Weather Shelter Network
    - Participate in the regular Operations Team meetings
  - Train and develop the Volunteers at the specific site to support the work of Severe Weather Shelter Network
    - Mobilize and oversee the Volunteers in their roles to include:
      - Guest registration finalization for appropriate shelter participation
      - Food support for all guests in congregate shelter
      - Congregate shelter night support in the building
  - Coordinate and schedule partner organizations and agencies to provide services during Connection hours.
  - Train and develop Overnight shelter staff at the specific site to support the emergency shelter operations on designated shelter nights in the building
  - Congregate Emergency Shelter participation
    - It is expected that Operations staff will serve in both the Emergency Shelter experience to help keep our purpose in front of us and to understand the full complexities of the organization to better tell our stories and the bigger story of homelessness in our context. Serving may include:
      - Emergency Shelter responsibilities and roles
      - Congregate and Registration support responsibilities and roles
- **Shelter Operations**
  - Congregate Emergency Shelter Operations
    - Work closely with the Executive Director of Operations to identify and mobilize:
      - Church partners connected for volunteer support
    - Develop and maintain a monthly calendar shared with SWSN and the church building staff to best coordinate activities in the building
    - Develop and maintain an Inventory list for supplies and resources required to support the shelter work in the building.
    - Oversee and support Registration processes
      - Finalization of guest registration for shelter access
      - HMIS document/data entry
      - Registration document organization and storage
    - Ensure Health Protocols and best practices are implemented to protect the health of all guests, volunteers and staff

- o Congregate Emergency Shelter Support
  - Work closely with the Executive Director of Operations to verify mobilization of emergency shelter protocols.
  - Mobilize Overnight staff and volunteers for Congregate emergency shelter support for registered congregate shelter guests at the specific site
- **Communications**
  - o Communicate weekly with volunteers assigned to the specific site
    - Update volunteers regarding the calendar of events at the specific site with an invitation to serve
  - o Shelter Communications:
    - Daily emergency shelter status posted during the shelter season
    - Volunteer confirmation emails day of shelter mobilization
    - Guest confirmation of reservation for emergency shelter; congregate
  - o Content contributor in collaboration with the Executive Director of Development as it relates to areas of oversight for this position which 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

### **Work from Home Policy & Expectations:**

Severe Weather Shelter Network employees primarily work from home. There will be meetings or tasks/assignments for which employees may need to be onsite or meet via Google Meet or in person. These are our expectations in regard to this privilege:

- Work hours and Timesheets:
  - o All salaried employees will be available to work from 8am-5pm Monday through Friday
    - Employees will clock in at 8am via Google Chat to let your supervisor know you are available
    - Employees will clock out at 5pm via Google Chat to let your Supervisor know you are finished for the day
  - o All salaried employees will keep a timesheet indicating the work they have been assigned by their supervisor and what was accomplished on a given day
  - o All hourly employees will use the QuickBooks Time Tracker phone app to log in and out in order to track their time.
  - o During the shelter season it is possible that work location, hours and/or days may shift in order to best support the shelter process
  - o All Timesheets must be kept current and up to date with hours and tasks worked.
- All employees will remain available and responsive via Google Chat, email and phone during assigned work hours
- All paperwork will occur either in the Google Drive Workspace and/or in DonorView.
  - o Regular work audits will be conducted to verify work is in progress as reported or completed as assigned.
- All employees need to have access to a reliable and secure internet connection
- All employees need to have access to a reliable vehicle and will use the Mile IQ app to track their mileage for quarterly reimbursement of eligible gas expenses.

### **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