



ALMOST HOME SHELTER MONITOR: NIGHT AND WEEKEND STAFF

Part-time: Monday 5pm - 8am; Tues thru Thurs 6pm-8am, Fridays 4pm-8am, Weekends
8am-6pm, 6pm-8am

Compensation: \$10.00/hour; optional dental, life, cancer insurance

Reports to the Shelter Coordinator

- Three month provisional period, during which either party can terminate the employment for any reason
- Responsibilities:
 - Supervising shelter activities and residents; triaging any emergencies that arise
 - “Hosting” volunteers when present and answering questions/facilitating their needs
 - Answering the door and responding to inquiries/providing verbal referrals when appropriate
 - Ensuring that residents respect the rules of the shelter
 - Working with day staff to identify and address any issues/concerns with residents and shelter policies
 - Logging complete and appropriate notes that summarize each shift and notable issues; reading the prior shift notes
 - Attend the monthly staff meeting
 - Must work a minimum of four shifts each month and a minimum of one holiday per year

Almost Home is an emergency shelter for families with children. The shelter currently hosts six families at a time, and each family has a private room. Families are enrolled in Almost Home for an average of 60 days, and all adults are working toward education and employment goals.

Generally speaking, night and weekend staff are the “face” of the organization for much of the time, and have the most consistent interaction with residents. Night staff is provided with a private room. Night Staff is expected to stay overnight and available until 11 pm. At 11 pm night staff may retire to the night staff room until 6:00 am.

As night and weekend staff spend the most concentrated time with residents, it is vitally important that candidates be willing and able to inform the Shelter Coordinator about resident issues, needs and concerns. Likewise, night and weekend staff will have varied interactions with volunteers and be willing and able to cheerfully facilitate their questions and needs. This is a team oriented environment and dependability and flexibility are fundamental to the shelter environment. This is a unique opportunity to work untraditional hours and truly contribute to making a difference in the lives of the families in the Almost Home Program.

**Please send resume to Tracy Brown at 620 Barber Street, Athens, GA 30601,
or email to: tbrown@helppathenshomeless.org.**