



Boulder Shelter for the Homeless

Job Description

Job title: Assistant Director of Shelter Services
Reports to: Director of Shelter Services
Status of position: Full Time – 40 hours per week
Salary: \$29 - \$31per hour
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Recruit, train and schedule Shelter Program Staff <ul style="list-style-type: none"> • Coordinate all activities for hiring, including advertising, reviewing résumés, conducting interviews, and job offers • Prepare and lead training of Program Staff • Maintain and update Program Staff training calendar • Develop and maintain a shift schedule for all staff • Ensure Shelter is fully staffed nightly. • Supervise Program management team <ul style="list-style-type: none"> • Serve as Director in their absence • Assist with facilitating the weekly Shelter Program Staff meeting • Investigate and respond to formal grievances from Shelter residents • Conduct resident readmission interviews and make recommendations • Develop and maintain collaborative relationships with appropriate social services/ agencies • Assist the Director in the safe running of the shelter • Respond to internal log post enquiries, follow up on all incidents • Other duties as assigned by the Director of Programs and CEO • Assist with facilitating Shelter program management meetings. • Attend Case Management meetings. • Assist HR with maintaining employee paperwork. • Represent Boulder Shelter for the Homeless in alignment with the mission and core values: treat all with dignity, offer support and opportunity, achieve results through competence and creativity, and practice responsible stewardship.

Qualifications:

Minimum of two years' experience working with the Homeless population

Minimum one year of supervisory/manager experience including hiring and training of direct reports

Demonstrated leadership skills and ability to facilitate meetings and communicate effectively, orally and in writing

Attention to detail and ability to work with minimal supervision

Proficiency in operating Microsoft Suite

Must be able to transport 20 pounds, remain in a stationary position for long periods of time, exchange information, and move about work spaces.

Compensation:

\$29-\$31/ hour depending on experience.

Comprehensive benefits package that includes: health, dental, life, and disability insurance, retirement plan, paid time off, subsidized Eco-pass.

To Apply: Send resume and cover letter to Sean Brown, sean@bouldershelter.org.

The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer