



Boulder Shelter for the Homeless

The Boulder Shelter for the Homeless has been a community resource since 1982. Through the years, we have improved our services based on data, best practices, and community needs to pursue our mission of creating avenues to stable housing for our community’s homeless adults. The Shelter’s strong culture of collaboration, compassion, dignity, and support fosters an inclusive and engaging dynamic that works to end homelessness for hundreds of people every year.

For more than twenty years, BSH has continuously operated emergency night shelter at its north Boulder location. Each night up to 160 individuals of all genders enjoy two hot meals, showers, laundry, access to services from partner agencies, and a safe place to sleep. Shelter staff also do street outreach, engage in Coordinated Outreach, and participate in regional efforts to end homelessness. In addition, the Shelter supports more than 180 people in their housing. Soon, the Shelter will augment that array with day services.

Job Description

The Boulder Shelter for the Homeless seeks an engaged, dynamic, and creative leader to be responsible for oversight and administration of all shelter services. As a member of our leadership team, you will play a vital role in helping our organization through major growth and program development. Daily work will focus on supervising shelter staff, building new programs, and ensuring quality and accountability in our client-facing work. On a strategic level, you will be integral in helping set a course for the future.

If you aim to make a difference, exercise your leadership, and be part of a vibrant team doing important work, then we want to talk with you.

Job title: Director of Shelter Services
Reports to: Chief Program Officer
Status of position: Full Time
Role Description: The Director of Shelter Services holds responsibility for ensuring that all programming within the building at 4869 Broadway meets the organization’s mission of ending homelessness.

Primary Responsibilities:

Direct all aspects of the Emergency Sheltering Program:

- Directly oversee all internal aspects of Shelter operations, ensuring that the Shelter opens and operates safely and effectively 365 days/year. This includes but is not limited to: Day and night services, coordinated entry, client services, volunteer programs, and the kitchen department.
- Supervise shelter management, including assistant director, program manager, and supervisor levels.
- Ensure sufficient levels of staffing, training, and supervision for effective program delivery.
- Develop, implement, and execute department policies and procedures.
- Supervise and implement policies and practices that ensure safety in the building and its surroundings.
- Coordinate and facilitate staff training, meetings, and other engagements.
- Co-develop and execute the Shelter program department budgets.
- Provide accurate and timely reports, statistics and program descriptions as needed.
- Utilize program data to determine efficacy of programming and identify additional needs or gaps.
- Develop, coordinate, and foster Shelter partnerships with outside agencies to enhance services available to clients both within the Shelter and externally.
- Represent Shelter programs and operations at the administration and Board meeting levels.
- Develop and implement special projects as needed.

Preferred Qualifications and Skills:

We prefer that you bring these qualities and qualifications to the work, and still invite your application even if you are not sure you meet each one specifically:

- Demonstrated leadership, management, and supervision.
- Passion for working in a mission-driven organization.
- Familiarity with hiring, training, and holding staff accountable.
- Ability to work with diverse populations.
- Innovative, practical, reliable, and self-motivated
- Background in working with people who have experienced homelessness or other vulnerable populations.
- Collegial, communicative, and team-oriented
- Experience in establishing and maintaining productive relationships with clients, colleagues, community partners and others who may hold differing perspectives or opposing needs.
- Ability to learn new technologies and platforms; strong ability in using Microsoft suite of applications.
- Preference for representatives of groups underrepresented in the general workforce, especially for those who have lived experience of homelessness.
- College degree, master's degree preferred, or significant work experience.
- Working knowledge of MSWord, Excel, and MS Outlook; willingness and ability to learn new technologies, platforms, practices, and policies.

Requirements:

- This position requires frequent communication through multiple channels, the ability to move about spaces often and quickly, and occasionally lift up to 50 pounds.

Position status:

- 40 hours per week, exempt status, with potential for overtime hours during peak periods (especially December – March).

Compensation:

- Salary \$80,000 – \$100,000 annually depending on experience.
- Comprehensive benefits package including: health, dental, life, and disability insurance, retirement plan, generous paid time off, and a subsidized Eco Pass.

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

To Apply: Send Cover letter and Resume to:

Meagan Randall, meagan@bouldershelter.org, AND Spencer Downing, spencer@bouldershelter.org.

The deadline for submissions is Thursday, February 8 at 5:00 p.m.