

NOW HIRING: EVENING PROGRAM STAFF – BOULDER SHELTER FOR THE HOMELESS

The Boulder Shelter for the Homeless is a housing-focused shelter, and Program Staff have the opportunity to play a supportive role for our residents in their trek towards housing.

This position reports to the Program Supervisor.

Hours: Full time; 4PM-10PM or 4PM-12AM

Includes some weekend hours

Primary Responsibilities:

- Work as a team member with other staff and volunteers to maintain a safe, calm and supportive environment for the homeless adults in our community
- Provide information to residents on Shelter programs and other available community resources
- Enforce Shelter policies and boundaries in a consistent manner
- Complete all required shift paperwork and exchange pertinent information with other staff members verbally and in the written communication log
- Attend weekly supervision meetings and Tuesday staff meetings
- Handle multiple tasks and work productively in an environment where there are frequent interruptions
- Perform duties including resident intake process, answering the phone, answering the door, assisting residents with basic needs, making appointments for residents with in-house service providers, resident storage calls, posting resident messages, taking donations, giving tours, and other duties as assigned

Qualifications:

- Desire to work with the homeless population and ability to work in a fast-paced environment
- High school diploma or equivalent preferred
- Must be able to attend weekly staff meeting every Tuesday morning from 9:30am – 11:00am
- Ability to remain calm and respond quickly to a crisis
- Willingness to work weekends and holidays
- Requires standing for long periods of time, exchange of communication through various mediums, basic computer skills
- Bilingual/Spanish speakers encouraged to apply
- The Boulder Shelter is a supportive learning environment with opportunity for upward advancement

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

Compensation: \$23.00 + \$1.50/hr for evening shift +1.50 for bilingual/Spanish speakers

Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave and ECO Pass.

To Apply: Send cover letter and resume to Brian Hoium, brian@bouldershelter.org.