



Evening Program Staff

All Roads is a housing-focused nonprofit, 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: Part time evenings - 4PM-10PM Monday through Thursday, with opportunity to acquire more shifts

Primary Responsibilities:

- Work as a team member with other staff and volunteers to maintain a safe, calm and supportive environment for unhoused adults in our community
- Provide information to residents on All Roads programs and other available community resources
- Enforce All Roads 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 unhoused population and ability to work in a fast-paced environment
- High school diploma or equivalent preferred
- Ability to remain calm and respond quickly to a crisis
- Willingness to work holidays
- Requires standing for long periods of time, exchange of communication through various mediums, basic computer skills
- Bilingual Spanish speakers encouraged to apply
 - All Roads is a supportive learning environment with opportunity for upward advancement

Compensation: \$23 per hour base pay plus \$1.50 hourly differential for evening shift

\$1.50 per hour for bilingual/Spanish speakers

Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave and ECO Pass. All Roads is an Equal Employment Opportunity Employer

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

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.