

Job Title of this Position	Shelter Program Coordinator/Overnight Supervisor
Name of Organization	Shalom Zone Nonprofit Association dba Rising Out of the Shadows/ROOTS
Website	<a href="http://www.rootsinfo.org">www.rootsinfo.org</a>
Job Location Address	1415 NE 43 <sup>rd</sup> Street, Seattle, WA 98105
Contact / Supervisor	Matt Fox, Deputy Director
Phone Number	206-632-1635
E-mail	<a href="mailto:matt@rootsinfo.org">matt@rootsinfo.org</a>
<u>Hourly Pay Rate</u> (indicate a range)	\$10-14
Employment Period	Summer Only [ ]      Academic Year [ ]      Summer & Academic Year [ x ] (7/1/2008- 9/23/2008)      (9/24/2008-6/12/2009)      (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [ x ] part time program up to 19 hrs/wk [ x ] Academic Year: up to 19 hrs/wk [ x ]

**Nature of Business or Organization:**

Shalom Zone Nonprofit Association dba Rising Out of the Shadows (ROOTS) operates the ROOTS Young Adult Shelter program, which is open every night and provides emergency shelter, meals, and other services to homeless young people ages 18-25.

**Duties and Responsibilities:**

To oversee all aspects of service delivery during lights-on program hours or during one overnight shift per week for the Rising Out of the Shadows (ROOTS) Young Adult Shelter. Daily shelter logs and intakes must be completed accurately, daily reports are required for all overnight shifts worked, maintain and update volunteer databases as necessary. Supervise volunteers and shelter guests with tact, diplomacy, and/or authority when necessary.

**Minimum Qualifications:**

Ability to lead and respond appropriately in crisis. Proficiency in Word, Excel, and Access required. Social Work students preferred, but relevant experience considered.

**Educational Benefits:**

Excellent front-line experience providing direct services to homeless individuals in the only program of its kind in Seattle.

(For Work Study Office Use Only)

JOB NUMBER 80RTS01 REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_% STATE 80%