

Work Study Job Description

Job Title	Overnight Supervisor
Organization Name	Shalom Zone Nonprofit Organization/ROOTS
Job Location	University District
Address	1415 NE 43rd Street Seattle WA 98105
Pay Rate	\$10.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Matt Fox
Phone Number	206-632-1635
Email Address	matt@rootsinfo.org
Website	www.rootsinfo.org

Nature of 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.

How to Apply

Email resume and cover letter to Shelter Manager Kathleen Murphy at kathleen@rootsinfo.org

Job Number: 75SHAL01 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%