

**JOB DESCRIPTION**  
John Graham Housing & Services

Title: Weekend Shelter Coordinator  
Reports to: Shelter Services Manager

**POSITION SUMMARY**

The Weekend Shelter Coordinator oversees shelter operations and provides support for John Graham Housing & Services (JGHS) Shelter guests and walk-in clients during weekend hours (Friday 4 pm – 8 pm and Saturday and Sunday 8:30 am – 8 pm).

**MAJOR FUNCTIONS**

1. Manage shelter operations during weekend hours (Friday 4 pm – 8 pm and Saturday and Sunday 8:30 am – 8 pm).
2. Cultivate a safe, clean, respectful place for shelter guest families and individuals
3. Assist JGHS Shelter guests and walk-ins with shelter, food shelf, and gas voucher requests
4. Enter direct service and screenings in Community CareLink (CCL) client record during or immediately after interaction with client
5. Answer the main shelter phone and the door
6. Be a presence in the common areas of the shelter to support guests and promote peace, understanding, and effective communication
7. Prepare rooms for new guests and clean rooms when guests exit
8. Maintain the cleanliness of the shelter including laundry, dishes, sanitizing, garbage/recycling, and refrigerator cleaning in alignment with the Sanitization & Cleaning Schedule
9. Maintain shelter grounds including sweeping the porch, shoveling, trash removal, and setting out trash/recycling/compost
10. Note who is on-call at the beginning of each shift and collaborate with on-call staff in case of emergency; send end-of-shift report (EOSR) to all staff at the end of each shift
11. Communicate immediately with Service Coordinators and Program Director regarding any guest mental health, substance use, health care, childcare, employment, and transportation issues
12. Attend monthly group supervision with the Shelter Services Manager to discuss shelter operations and guest needs; attend one-on-one supervision as needed
13. Attend weekly staff meetings (currently virtual on Wednesdays at 12pm).

**QUALIFICATIONS**

Two years of applicable experience or a combination of education and experience which support the following skills:

- The ability to exercise compassion and professional boundaries in a congregate setting
- Good communication skills and a positive attitude
- Ability to work both independently and as a team-member
- An awareness of how to support a trauma-informed environment
- A desire to serve for the good of others

**WORKING CONDITIONS**

- The Shelter Coordinator works part-time (27 hours/week) at the John Graham Shelter (69 Main Street in Vergennes) during weekend hours (Friday 4 pm – 8 pm and Saturday and Sunday 8:30 am – 8 pm).
- Compensation: \$20/hour. JGHS offers paid health insurance and generous compensated time off (CTO), pro-rated for part-time employees.

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- JGHS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation,