

DAY SHELTER COORDINATOR POSITION REQUIREMENTS AND DUTIES

THE HARBOR DAY RESPITE CENTER

Greater Williamsburg Outreach Mission is a faith based organization dedicated to assisting our neighbors who are experiencing homelessness. Twenty two faith groups are preparing to open a day shelter, The Harbor, October 5. The Harbor will provide a place of respite, to include a mid-day meal, showers, computer access, and access to services in a comfortable, welcoming environment at St. Bede Outreach Center, 10 Harrison Ave., Williamsburg, Va.

Reports to: GWOM Board of Directors

General description: The Coordinator will be contracted for 20 hours per week for 50 weeks when The Harbor is operating, Monday through Thursday, 10 AM-2PM or alternative days or hours when needed for meetings or presentations.

Guest and Volunteer Duties

- Interview volunteers
- Schedule volunteers and be prepared to call substitutes when necessary
- Coordinate and participate in volunteer training
- Log guests and volunteers daily

General Duties

- Maintain volunteer and guest rosters and provide name tags
- Schedule service providers as needed and publish a calendar of events
- Be on site Monday through Thursday from 10 AM - 2 PM
- Coordinate with St. Bede Intake, 3E Restoration, and any other partners to meet needs of our guests
- Coordinate communication, including website, social media, community news media, and faith group newsletters and presentations
- Be prepared to share statistics with the GWOM board at monthly meetings
- Insure that The Harbor information and protocols are published and available to volunteers and guests
- Maintain confidentiality and hold harmless documents and be sure confidentiality is respected
- Establish safety procedures and inform guests and volunteers about safety protocols

- Report on the Harbor at GWOM board and general meetings
- Process any difficulties a volunteer or guest may have with Harbor policies or personnel
- Send thank your letters for donations to The Harbor

Qualifications for The Harbor Coordinator

The individual must be comfortable interacting with our guests and volunteers and possess excellent problem solving, communication, and organizational skills. Experience in the volunteer or social service sector is preferred.

Specific experience in these areas is desirable:

- Work with people experiencing homelessness
- Work with people who have substance abuse issues
- Work with people who have mental health challenges
- Volunteer supervision
- Written and oral communication