

Severe Weather Network Program Coordinator

Position Description

The Severe Weather Network of Livingston County, a 501(c)3(b) non-profit organization has an immediate opening for a part-time seasonal Program Coordinator. The Severe Weather Network is a Christian based, community-wide, collaborative effort of non-profit agencies and churches providing emergency, overnight refuge to homeless adult men and women in Livingston County from December through mid-April. The Severe Weather Center is from within a local church and staffed by trained community volunteers.

Responsibilities for the Program Coordinator role include the following:

1. Management of Volunteers

- Recruit volunteers to serve at the Severe Weather Center
- Ensure volunteers have completed online training
- Maintain records for each volunteer including contact information, training class completion and number of hours served
- Schedule volunteers to staff the Severe Weather Center
- Provide weekly communications to volunteers

2. Coordination of the Day to Day Operations of the Severe Weather Center

- Ensure correct number of volunteers are scheduled to staff volunteer assignments
- Ensure all supplies for the Severe Weather Center are available
- Attend Severe Weather Network Board of Directors meetings

3. Manage Day to Day Activities at the Severe Weather Center

- Manage communications via phone and email.
- Greet and ensure volunteers are prepared for nightly assignments and understand policies, procedures and safety protocols.
- Coordinate transportation for guests to and from the center with contracted transportation companies.
- Greet incoming guests and ensure needs are met as based on program policies.
- Enforce guidelines and policies
- Maintain computer log book for nightly activities
- Connect guests with local non-profit service agencies as needed
- Maintain on call accessibility

JOB REQUIREMENTS:

- High School Degree/Associate of Arts Degree or Bachelor of Arts Degree preferred
- Experience working effectively with the homeless population
- Experience working effectively with a team
- Excellent written and verbal communication skills
- Ability to follow and enforce program guidelines

- Ability to work with a diverse population that may present with challenging behaviors
- Ability to work weekends, holidays and 1st, 2nd, and 3rd shifts as needed
- Ability to be “on call” as needed

SUPERVISION:

The Coordinator reports to the Board of Directors. The Program Coordinator will meet with a designated member of the Board on a regular basis for supervision, review of work, observation of skills and planning purposes. Performance is reviewed through observation, monitoring of records and documents, and job performance reviews.

JOB TYPE:

The Program Coordinator is a seasonal part time position of 25 hours per week from November through April with the possibility of a future year round position becoming available. Number of hours per work week is 25 with the option for additional hours on an as needed basis.

COMPENSATION:

Hourly pay range is \$20.00 to \$22.00 based on experience. There are no benefits offered with this position.

APPLICATION PROCESS:

Please email resume to livingstonswn@gmail.com

The Severe Weather Network is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by law.