

Position Description: Program Director for the Severe Weather Network

The Severe Weather Network of Livingston County, a 501(c)3(b) non-profit organization has an immediate opening for a Program Director. The Severe Weather Network Livingston County is a community-wide, collaborative effort of non-profit agencies and churches providing emergency, overnight refuge to homeless adult men and women in Livingston County from November through April. The Severe Weather Center has been in operation since 2015 and operates from within a local church and is staffed by paid personnel and trained community volunteers.

Responsibilities for the role include the following:

- Maintain a flexible schedule including evenings, weekends, and days as needed.
- Participate in a 24 hour on call phone rotation.
- Provide supervision to two program staff members and overnight security personnel.

- Collaborate closely with the Board of Directors for supervision, guidance and approval as needed including but not limited to attending Board Meetings, special meetings, emails, texts, and phone calls.
- Enforce, maintain and develop as needed policies and procedures for the SWN guests, volunteers, and staff.
- Update and maintain records and documentation to support policies and procedures.
- Coordinate training and work schedule for staff. Review applications and conduct interviews in conjunction with board members.
- Coordinate with bookkeeper and Paychex to submit and monitor staff payroll.
- Assist the financial committee with billing, grants, including the completion of grant applications and any other funding needs as they arise.
- Identify the program volunteer needs including timeframes and roles for daily scheduling. Coordinate training and volunteer schedule with churches and individuals. Ability to use Signup Genius and email.
- Remain up to date on COVID 19 CDC recommendations and protocols and apply to shelter operations. Monitor compliance of guests, staff and volunteers. Document plans, policies and procedures.
- Coordinate shelter cleaning services and schedule.
- Foster a positive and proactive relationship with the host shelter site/ monitoring compliance with lease agreement and maintaining regular communication.
- Coordinate and monitor: Meal service, shelter communal space, overnight sleeping space & bedding, guest transportation and security.
- Inventory and ordering of shelter supplies (office supplies, water, bathroom paper products, meal service items, PPE, cleaning supplies, etc).
- Onsite- Monitor guest, volunteer and staff relations and foster a structured, safe and supportive environment for all.
- Follow, update, develop and monitor intake procedures as needed. Train all other staff on intake procedures.
- Create in service trainings for staff and volunteers including but not limited to the agency mission, safety/crisis intervention/de-escalation techniques, education and awareness about target population.
- Coordinate with local law enforcement and agencies to address safety and health issues.
- Educate referring agency and community stakeholders of SWN mission and procedures.
- Advocate and partner with community to ensure the mission of the SWN.
- Community outreach to raise awareness, build partnerships and recruit volunteers and donors.
- Work with the financial team and board to develop and facilitate a minimum of 2 fundraising events annually.

- Provide the Board of Directors with information to update SWN social media and website including but not limited to success stories, partnerships, donations, and impact.
- Write and distribute monthly newsletters.
- Attend community events and opportunities to promote the mission of SWN.

REQUIREMENTS:

- Associate of Arts Degree/Bachelor of Arts Degree in Social Work/Psychology preferred
- Experience working effectively with the homeless population
- Experience working effectively with a team preferably within a non-profit organization in a management role
- Excellent written and verbal communication skills
- Ability to multi-task
- Experience with Microsoft Office 365 and Google Mail and Google Documents required
- Grant writing experience preferred
- Ability to follow and enforce program guidelines
- Ability to work with a diverse population that may present with challenging behaviors
- Ability to work weekends and holidays as needed
- Ability to be “on call” as needed
- Proof of vaccination for Covid19, as well as any future booster shots as deemed appropriate by the CDC is required.

SUPERVISION:

The Program Director reports to the Board of Directors. The Program Director 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 Director is a full time seasonal position of 40 hours per week from September through April with the possibility of a future year round position becoming available. This position will allow for some remote work and flexible hours depending on circumstances and operational needs.

COMPENSATION:

Hourly pay range \$29.00 - \$35.00 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. For more information on the Severe Weather Network Livingston County, please visit www.livingstonswn.org.