



The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on their path to self-sufficiency. EChO's services are designed to assist community members who are facing personal or economic adversity by providing a range of wrap-around services tailored to the specific needs of individuals and families. EChO's programs include the Food Pantry, Client Services, Job Center, Evergreen Shelter, and the ReSale Shop. EChO serves a diverse population primarily consisting of residents of the unincorporated mountain areas of Jefferson and Clear Creek counties.

We are currently seeking a **Shelter Assistant Manager**. The Shelter Assistant Manager is a member of the EChO Client Services team and reports to the **EChO Shelter Manager**. The EChO Shelter provides nightly respite from the cold for those experiencing homelessness in the unincorporated mountain areas of Jefferson and Clear Creek Counties from October-May. This position works closely with Client Services department and works closely to engage and coordinate almost 200 community volunteers.

Shelter Assistant Manager Essential Duties/Responsibilities:

- Assists Shelter Manager with Implementation of Shelter day to day functions
- Recruits, onboards, coordinates, trains and supervises shelter volunteers
- Facilitates communication with volunteers through: Email, Constant Contact, Signup Genius, Zoom Calls, phone calls, and other means
- Schedules volunteers and ensures staff or volunteer coverage each night
- Coordinates all monthly Volunteer Meetings
- Communicates schedule, agenda and Zoom Links for all meetings
- Develops volunteer training and conducts training
- Attends EChO Client Services team meetings as related to Shelter Guests
- Provides On-Site Coverage for Shelter two or three evenings per week for training and onboarding of new volunteers
- Provides On-Call Coverage Friday, Saturday and Sunday every other Weekend
- Other work to support the Shelter is performed during weekday daytime hours
- Other duties as assigned

Job Qualifications:

- Bachelors degree in social services or similar preferred
- 2 years' experience in human services preferred
- Empathetic, supportive and dedicated to helping others
- Strong conflict resolution and verbal communication skills
- Computer proficiency, ability to become proficient in tools used
- Strong interpersonal skills; ability to develop and maintain positive and professional relationships with colleagues, volunteers, and clients
- Able to maintain strict client confidentiality

- Flexibility to perform duties as assigned by Manager
- Ability to multi-task and accept a certain level of expected unpredictability

This is a temporary grant funded position for \$21.50 per Hour for 24 hours per week.

Send cover letter and resume to: tim@evergreenchristianoutreach.org