



**SITKA
HOMELESS
COALITION**

Position: Shelter Monitor

Location: 303 Kimsham St. Sitka AK 99835

Employment Type: Seasonal (Full and Part time available)

Hours: 8:30pm - 8:30am (12 hour shift; 4 hours OT/shift)

Salary Range: \$19.00/hour (with regular overtime)

Benefits: N/A

Reports To: Program Director

About the Sitka Homeless Coalition

The Sitka Homeless Coalition's Mission is to promote safe, secure housing for all, and to strengthen support services in collaboration with a strong network of partners to build an overall culture of care, health, dignity, and belonging in our community. We operate multiple, year-round and seasonal programs including: Showers and Laundry, Dinner, Office Hours, Winter Shelter, and Permanent Supportive Housing.

Position Overview

Shelter Monitors staff the overnight winter shelter. SHC is seeking applicants who are strong communicators, compassionate, calm in a crisis, and are committed to advocating for warm, safe shelter for those experiencing homelessness.

Responsibilities:

1. Complete provided training.
2. Understand, practice, and promote the SHC mission of providing a safe, warm shelter to those in need.
3. Understand, practice, and enforce the Winter Shelter Policies and Procedures.
4. Maintain strict confidentiality.
5. Monitor and facilitate the shelter space, including:
 - a. Nightly set-up and Morning clean-up of the shelter;
 - b. Implementing quiet hours of the shelter;
 - c. Enforce the Client Code of Conduct;
 - d. Referring new participants to the Program Director for services
 - e. Respond to escalating and emergency situations according to the policies and procedures; and
 - f. Complete necessary documentation for client intake and accurate reporting.
6. Work with other staff and volunteers to implement a safe and peaceful shelter environment.
7. Provide intentional support and intervention strategies including crisis intervention, de-escalation, and emergency protocols when necessary.
8. Maintain a strong form of communication with the Program Director and keep the PD fully informed.

Working Conditions

1. Position works in an overnight (12-hr) winter shelter environment that will operate between December 2026 and March 2027.
2. Shelter Monitors are generally expected to be awake during the 12 hour shift. If staffing, operations, and safety allow, sleeping is allowable on a case by case basis.
3. This is largely a sedentary job. Long stretches of sitting are common.
4. Must be able to ascend/descend stairs.
5. Occasionally move items up to 40 pounds.

Desired Background and Qualifications

1. Ability to work with individuals in crisis.
2. Knowledge around substance abuse and mental health
3. Experience in crisis management

Attitudes, Values, and Competencies

1. Profound respect and compassion for all people
2. Ability to hold healthy boundaries with clients

How to Apply

To apply, fill out the Google Form: <https://forms.gle/atRSFm7Lp7QEEK8n9>.

If you are unable to use the link provided, email admin@sheltersitka.org for a PDF or paper application option.

Equal Employment Opportunity

The Sitka Homeless Coalition is committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. All individuals interested in this position are encouraged to apply.