



Sitka Homeless Coalition

The Sitka Homeless Coalition is hiring Overnight Shelter Monitors to staff an emergency shelter this winter. Seeking applicants who are strong communicators, compassionate, confident in a crisis, and are committed to advocating for warm, safe shelter for those experiencing homelessness.

To apply, email a brief overview of why you'd be a good fit, your availability, and at least 2 references to snowdenmshc@gmail.com.

Position: (Multiple) Overnight Shelter Monitors

Program: Emergency Shelter

Hours/Compensation: This is a non-exempt, temporary, part-time position that will pay a shift rate of \$220 per 12 hour shift. Any required additional training or time spent outside of nightly shifts will be paid at a rate of \$18.33/hr.

Purpose: Monitoring the Emergency Shelter during a 12-hour overnight shift.

Responsibilities:

1. Understand, practice, and promote the SHC mission of providing a safe, warm shelter to those in need.
2. Understand, practice, and enforce the Emergency Shelter Policies and Procedures.
3. Monitor and facilitate the shelter space, including:
 - a. Nightly set-up and Morning clean-up of the shelter;
 - b. Implementing operating and quiet hours of the shelter;
 - c. Enforcing the Client Code of Conduct;
 - d. Referring new participants to the Services Coordinator for the intake process.
 - e. Responding to escalating and emergency situations according to the policies and procedures; and
 - f. Completing necessary documentation for reporting.
4. Provide intentional support and intervention strategies including crisis intervention, de-escalation, and emergency protocols when necessary.
5. Work with other staff and volunteers as a team to plan and implement a safe and peaceful shelter environment.
6. Maintain a strong form of communication with the Program Director and keep the PD fully informed.
7. Maintain a high level of ethical standards when facilitating shelter services.
8. Understand and enact the responsibilities of being a mandatory reporter.
9. Perform other duties as assigned by the Program Director and/or Executive Director.



Qualifications:

1. Must pass a criminal background check.
2. Must be able to maintain confidentiality of residents, staff, and volunteers.
3. Must be able to directly communicate with participants of the shelter, with other staff/volunteers, and with leadership/supervision in a way that others will understand.
4. Ability to address conflict, aggression, and crises in a calm and safe manner.
5. Willingness to be trained (or have received prior training) on crisis intervention.

Working conditions:

1. Position works in an overnight (12-hr) emergency shelter environment that will operate from Jan 1 - Mar 31, 2026.
2. Monitorss are expected to be awake during designated times to ensure safety for participants and fellow staff on duty. Monitors can expect to sleep about 4 hours each shift.
3. Must be able to remain in a stationary position for extended periods of time.
4. Must be able to ascend/descend stairs.
5. Occasionally move items up to 40 pounds while ascending/descending stairs.