



Job Title: Evening Shift Coordinator

Reports To: Community Impact, Programs & Grants Director

Position Summary:

The Evening Shift Coordinator ensures the smooth and safe nightly operations of the Sheboygan County Warming Center. This role oversees guest intake, provides support to volunteers, and ensures that the Warming Center remains a welcoming and respectful environment for all.

Key Responsibilities:

- Welcome guests and complete intake process, including gathering necessary information and ensuring adherence to Center guidelines.
- Oversee nightly operations of the Warming Center, maintaining a safe, supportive, and respectful environment.
- Provide direction and support to volunteers; assign tasks, answer questions, and ensure a positive volunteer experience.
- Monitor guest activity and address situations as needed, using de-escalation techniques when appropriate.
- Ensure facility standards are maintained (cleanliness, supplies, safety checks).
- Communicate with supervisor and other staff regarding nightly operations, incidents, or concerns.
- Document guest intake, incidents, and volunteer hours in appropriate tracking systems.
- Foster a compassionate, dignified, and inclusive environment for all guests and volunteers.

Qualifications:

- Strong interpersonal and communication skills.
- Experience working with diverse populations, including individuals experiencing homelessness is helpful.
- Ability to remain calm and professional in challenging situations.
- Must be at least 18 years old; CPR/First Aid certification (or willingness to obtain).
- Evening and overnight availability required.
- Employment is contingent upon a background check.

Compensation & Benefits:

- \$18 per hour
- Flexible scheduling with multiple shifts available
- Meaningful work supporting individuals experiencing homelessness
- Team-oriented environment with training provided