Evening Shift Coordinator

Seasonal (November – April) | Sheboygan County, WI
Reports to: Director of Community Impact, Programs, & Grants
Health Insurance: Not currently offered

Join Our Team!

The Sheboygan County Warming Center (SCWC) is looking for a compassionate, dependable, and team-oriented Evening Shift Coordinator to help create a safe, welcoming, and respectful environment for adults experiencing homelessness.

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

What You'll Do

- 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.

What We're Looking For

- 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).
- Employment is contingent upon a background check.
- Ability to maintain confidentiality and professional boundaries.
- Required to work evenings (overnight), weekends, and holidays as scheduled.
- Ability to embrace change and adapt to the evolving needs of programs, participants, and the organization.

The Person We're Looking For

You are someone who:

Builds relationships – You treat everyone with dignity and respect.

Leads with compassion – You understand that everyone has a story and deserves to be treated with kindness.

Finds solutions – You help people identify resources and take the next step toward stability.

Communicates well – You can listen, set boundaries, and navigate difficult conversations.

Stays calm under pressure – You can handle unexpected situations while remaining professional.

Works as a team – You understand that serving our guests is a team effort.

Our Mission

The Sheboygan County Warming Center provides a safe, welcoming, low-barrier environment for adults experiencing homelessness. We meet immediate needs while connecting guests with resources, relationships, and opportunities that support a path toward greater stability and permanent housing.

Interested in Joining Us?

Please submit a resume and cover letter to:
Sheboygan County Warming Center
Email: lyric.glynn@scwarmingcenter.org

Come be part of a team making a difference in our community.