

BARBARA KETTLE GUNDLACH SHELTER HOME is looking for a Shelter Coordinator. This is a 32-hour work week, M-F; however, there is a week of ON-Call required which may result in an occasional shift on a weekend. Please complete the application found on this posting and either scan it in and e-mail to me at bkgghome@pasty.com or mail it to Barbara Kettle Gundlach Shelter, P.O. Box 8, Calumet, MI 49913.

Please DO NOT drop it off at the shelter. E-mail questions to me at the above e-mail! Thank you, *Mary*

JOB DESCRIPTION: Shelter Coordinator

Responsibilities:

1. Recruit, train, schedule volunteers and interns
2. Conduct meetings, in-services and appreciation events for volunteers
3. Complete work schedule of agency including volunteer shifts one week in advance
4. Create, update and maintain paperwork in Advocates office on a regularly basis
5. Keep accurate records of donations and ensure donations are properly stored
6. Coordinate the Maintenance Plan, including safety check of house and inspections
7. Arrange for equipment repair or house repair with appropriate service. If necessary, contact Executive Director
8. Keep track of office supplies and other supplies needed for the agency, including Grocery shop
9. Collaborate with Support Advocates to compile monthly/quarterly reports in a timely manner to be entered for Grant Reporting
10. Attend staff meetings and professional development opportunities
11. Work with clients as necessary
12. Be ON CALL as necessary
13. Perform other duties as determined by the Executive Director

Qualifications:

1. A degree in Human Services or related field is preferred
2. Knowledge of domestic violence issues
3. Understand and maintain confidentiality regarding agency information and clients
4. Ability to work as part of a team and independently
5. Ability to communicate effectively
6. Computer and organizational skills
7. Possess dependable transportation, valid driver's license and proof of insurance
8. Utilize physical ability necessary (strength, balance, endurance) to stand, walk, and/or sit for prolonged periods and/or intermittently

DISCLAIMER CLAUSE

Job descriptions are not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job; they are intended to be accurate reflections of those specific job elements. All positions are funded by grant funds and dependent on their availability.

BENEFITS – Paid vacation, sick and 10 holidays

BARBARA KETTLE GUNDLACH SHELTER

Application for Employment

(Please Print)

Position(s) Applied for	Date of Application
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Last Name	First Name	Middle Initial
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number:
Home:	Cell:	Other:
		E-Mail: (optional)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

Are you authorized to work in the United States? Yes No

On what date would you be available for work? _____

Are you available to work Full time Part time Temporary

Can you travel if a job requires it? Yes No

Are you available to work weekends or evenings when required by the position you have applied for? Yes No

License/ Certification

If the job you are applying for required driving a vehicle, do you possess a valid Michigan driver's license? Yes No

If yes, indicate Driver's License Number: _____

Is your license invalid or has it ever been revoked, suspended or restricted? Yes No

If yes, please explain: _____

Please list any other license, registration, certificate, etc. which is related to the job you are applying.

Have you ever had a license, registration, certificate, etc. related to this position you are applying for suspended, revoked, or placed on probation for any reason? Yes No

If Yes, please explain _____

Have you been convicted of a crime? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain when, where and the nature of the offense. _____

Are there any felony charges pending against you at this time?

BARBARA KETTLE GUNDLACH SHELTER IS AN EQUAL OPPORTUNITY EMPLOYER

Education

Elementary School	High School	Undergraduate College/ University	Graduate Professional
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School name and location			
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4
Diploma/ Degree			
Describe Course of Study			

<p>Describe any specialized training or skills you have:</p> <p>Describe any professional honors you have received:</p>

Indicate any foreign languages you can speak, read and/or write _____

Employment History

Please give an accurate, complete full-time and part-time employment record. Start with present or most recent employer, and go back a minimum of ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Answer each question completely and accurately. "See Resume" is not acceptable.

Name and Address of Employer Job Title/ Position Held	Dates of Employment From ___/___/___ to ___/___/___
Job Responsibilities _____ _____ _____	
Supervisor's Name and Title _____ Work Telephone () _____	
Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Please explain: _____ _____	
May we contact your current employer prior to a job offer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Name and Address of Employer _____

Job Title/ Position Held _____ Dates of Employment
From ___/___/___ to ___/___/___

Job Responsibilities

Supervisor's Name and Title _____
Work Telephone () _____

Reason for Leaving: Voluntary Involuntary
Please explain:

May we contact your current employer prior to a job offer? Yes No

Name and Address of Employer _____

Job Title/ Position Held _____ Dates of Employment
From ___/___/___ to ___/___/___

Job Responsibilities

Supervisor's Name and Title _____
Work Telephone () _____

Reason for Leaving: Voluntary Involuntary
Please explain:

May we contact your current employer prior to a job offer? Yes No

References, Title

Give the name, address, and telephone number of three professional references who are not related to you.

1. _____

2. _____

3. _____

Certification

I understand that all information in this application may be checked and I hereby authorize any schools, which I have attended, current and previous employers and organizations named in this application to provide the Barbara Kettle Gundlach Shelter Home with any information that may be requested to make an employment decision. I further authorize the Barbara Kettle Gundlach Shelter Home to conduct any other investigations of the information contained herein. I hereby specifically waive written notice from any and all former employers regarding their disclosure to the Barbara Kettle Gundlach Shelter Home of any information, including disciplinary action.

I specifically authorize any requested law enforcement agencies to release to the Barbara Kettle Gundlach Shelter Home any records of prior criminal convictions it may have or may obtain from other sources.

I understand that any omission or misrepresentation of information on this application may be sufficient cause for rejection of this application or, if employment has commenced, grounds for immediate dismissal.

I have read and understood the above statement; I hereby certify that all information contained in this application is true, complete and accurate.

Applicant Signature: _____

Date: _____

For Office Use, Only

Job Title _____

Arrange Interview Yes No

Interview _____

Date _____

Remarks _____

Employed Yes No

Date of Employment _____

By _____

Date: _____

Notes

mbn 10/2019

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