

Shelter Coordinator – FTE – 40 hrs.
Barbara Kettle Gundlach Shelter Home

- M – F and rotating on – call.
- Starting \$15.50/hr – EOE.
- Human Services or related field preferred.
- Understand and maintain confidentiality of agency.
- Willing to work as part of a team and independently.
- Ability to communicate effectively.
- Basic computer knowledge. Training provided.
- Has transportation, valid driver's license, and proof of insurance.
- Job Description available at www.bkgshelterhome.org
Send Resume' by e-mail bkgshome@pasty.com
BKG, P.O. Box 8, Calumet, MI 49913
No phone calls, no in-person delivery of Resume'

BARBARA KETTLE GUNDLACH SHELTER HOME
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 files with necessary paperwork for Volunteers.
5. Keep accurate records of donations.
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. Purchase supplies for the agency, including weekly Grocery shop.
9. Check file for staff Auto Insurance, monthly.
10. Compile all monthly/quarterly reports in a timely manner.
11. Attending staff meetings and professional development opportunities.
12. Work with clients as necessary.
13. Be ON CALL as necessary.
14. Perform other duties as determined by the Executive Director

Qualifications:

1. A degree in Human Services or a 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.

Benefits:

1. This position has paid vacation and sick time.
2. Retirement benefits begin at 1 year of FTE employment.

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.

Shelter Coordinator

Date

Executive Director

Date

5/2024 mbn