**Campus Coordinator I**

**Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | Campus Coordinator I | **Reports to:** | Shelter Supervisor |
| **Job Classification:** | Non-Exempt | **Supervises:** | N/A |
| **Department:** | Guest Services | **Updated:** | 5-2022 |

**SUMMARY OF POSITION:**

**Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.**

The person in this role is responsible for maintaining a safe and healthy environment for Springs Rescue Mission, guests, clients, and residents who are staying on campus during the day or overnight in sheltering system and housing units. In this role, you are responsible for working with staff and clients to understand and uphold campus regulations, guidelines, and core values. In addition, this role is responsible for properly collecting and tracking client data.

**DUTIES & RESPONSIBILITIES:**

* Complies with all information technology training and data privacy requirements: utilizing current systems, i.e., Mission tracker and HMIS
* Properly collects client information/daily tracking
* Responsible for maintaining additional reporting as needed to ensure data clarity
* Responds to interpersonal situations and attempts to deescalate crises before they arise
* Ensures compliance of All campus/shelter/program guidelines
* Demonstrates the ability to set and maintain healthy boundaries in line with SRM values
* Provide support, encouragement, and accountability to guests.
* Contact Supervisor in the event of incidents involving dismissal of guest or altercations that are not resolved by verbal intervention.
* Submit a written incident report in a timely manner
* Submit daily program report to supervisor documenting activities
* Maintain order, oversee daily schedule to maintain cleanliness and safety of work area. Place maintenance or I.T. work orders as needed
* Provide prayer support as needed or requested
* Performs random/routine checks of dorms, residents, and belongings upon entrance and/or exit of property
* Assists and supports volunteers in their service
* Conducts incremental rounds for fire and security purposes
* Attends all required meetings and reviews SRM emails regularly
* Depending on business need, this role may be asked to fulfill some or all of the duties of Safety and Security Officer. If this occurs, job description and/or assigned tasks should be reviewed in advance.
* Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

# EDUCATION/EXPERIENCE:

# Minimum high school diploma or GED, Associates Degree preferred

# Previous experience working within a Christian recovery environment desired

**SKILLS AND QUALIFICATIONS:**

* Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM’s Statement of Faith

# Desire to serve the Lord in ministry to the lost, hungry, cold, and frightened. Be able and willing to exercise compassion and discernment while modeling the pursuit of Christ likeness.

# Ability to handle crisis and unexpected situations with calm and clear thinking, demonstrating good analysis and judgment to bring resolution

# Trustworthy, reliable, insightful, and perceptive

# Able to maintain confidentiality

# Knowledge of addiction and recovery preferred

# Able and willing to honor and uphold the leadership and mission of SRM.

# Thorough, systematic, and organized with regard to security and protocol

# Street knowledge and understanding of anger management highly desired

# Computer literate, able to use basic office equipment

# CPR/First Aid experience/current certification preferred

# Able to read, write and perform basic mathematical computations

# Two years of sobriety required, if in recovery

# Flexibility in working hours, including on-call availability and willingness to work holidays as they coincide with regular shifts

## WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; frequently = 34%-66%; continuously = 67%-100%.*

Works in a typical shelter or housing unit environment.

Occasionally: sitting, must be able to lift up to 40 pounds, bend or stretch, ability to climb stairs, exposure to outdoor or inclement weather

Frequently: walking, talking, manual dexterity

Continuously: adequate vision and hearing, good mental condition to withstand consistently medium to high levels of stress

**EQUIPMENT/TOOLS USED:**

* Phone
* Computer
* Copier

**I have reviewed this position description and accept this at will position, understanding that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during performance reviews.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Employee Signature Employee Printed Name Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**HR/Manager Signature HR/Manager Printed Name Date**