



JOURNEYS The Road Home – **PADS Site Director**
Volunteer Role Description

Qualifications: Enthusiasm for working with people experiencing homelessness and wonderful organizational skills.

Time Commitment: **This is a volunteer position.** Typical hour commitment is about 25 hours per month. This is not a standard shift position. Site Directors will need to be flexible to adjust schedules to meet operational needs.

Supervisor/Contact: Rogan Duggan

Job Description:

PADS Site Directors serve as a key point of contact for JOURNEYS, serve as the lead contact/management person for a night of shelter operation, and work to ensure the smooth operation of shelter nights in congregant-sponsored sites.

Job duties:

- **Key point of contact for JOURNEYS as it relates to shelter operations**
- Receives process /procedural updates.
- Communicates information to site volunteer teams.
- Shares successes and key learnings.
- Attend 3-4 annual meetings.
- **Lead local site activities**
 - Familiar with all shift activities in order to coordinate Leadership Team activities.
 - Train / update volunteers for shift duties.
 - Facilitate / ensure completion of JOURNEYS Volunteer on-boarding process
 - Site specific training.
 - Ensure procedures are up to date, communicated, and enforced with volunteers.
 - Reviews and facilitates weekly site operation reporting to JOURNEYS using prescribed forms.
- **Other Key Activities**
 - Be familiar with and enforce JOURNEYS Client Code of Conduct among shelter users.
 - Always maintain Client Confidentiality.
 - Ensure safe operation of shelter site for both volunteers and clients.
 - Capable of remaining calm during handling of emergencies.
 - Ensure any youth volunteers are properly supervised per JOURNEYS procedure.

PADS Site Director

Shelter Sites Manager