



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

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**Qualifications:** Enthusiasm to work 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 schedule to meet operational needs.

**Supervisor/Contact:** Tom Kenter

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**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**
  - Receive process/procedural updates from Shelter Manager.
  - Communicate information to site volunteer teams.
  - Share successes and key learnings with Shelter Manager and volunteer teams.
  - Attend 3-4 annual meetings led by Shelter Manager.
- **Lead local site activities**
  - Be familiar with all shift activities to train/coordinate Site Leadership Team activities.
  - Train/update volunteers for shift duties.
  - Facilitate/ensure completion of JOURNEYS volunteer on-boarding process at shelter sites, including site specific training.
  - Ensure shelter procedures are up to date, communicated, and enforced with volunteers.
  - Review and facilitate 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.
  - Maintain client confidentiality always.
  - Ensure safe operation of shelter site for both volunteers and clients.
  - Remain calm while handling of emergencies.
  - Ensure any youth volunteers are properly supervised per JOURNEYS procedure.

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PADS Site Director

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Shelter Sites Manager