

Catholic Charities Housing - Oneonta, NY

Seeking a temporary 35 hour per week

PROGRAM SUPERVISOR

for the warming station in Oneonta.

The warming station will operate overnight, seven days per week, during the cold winter months and will provide a safe place for homeless individuals to rest and stay warm. This position will provide overall management for the warming station including, but not limited to: hiring, training, and scheduling staff, ensuring all policies and procedures are implemented, program planning and evaluation, promotion of the warming station, obtaining supplies needed, and adhering to the budget.

Salary is \$25.00 per hour and this is a non-benefit eligible position. Associates Degree in human service or related field is required along with at least two years' experience working in human services with vulnerable populations and two years supervisory experience.

Seeking part-time and temporary

WARMING STATION STAFF MEMBERS

to work at our warming station in Oneonta.

The warming station will operate overnight, seven days per week, during the cold winter months and will provide a safe place for homeless individuals to rest and stay warm. This position will provide supervision of the station and its participants when it is open. Duties will include, but will not be limited to: set-up of the station for night, checking in guests to the warming station, providing supervision of those who come to the warming station, providing needed referrals to those who attend the warming station, and clean-up.

Salary is \$20.00 per hour and this is a non-benefit eligible position. High school diploma is required with two years of experience working in human services.

Please respond by submitting resume and cover letter of interest to attention: Sondra Young, Catholic Charities Housing
41 North Main Avenue, Albany, NY 12203

Catholic Charities is an EOE, offering competitive wages and benefits in a non-profit human service setting.