



Santa Barbara County AmeriCorps Partnership For Veterans & People Experiencing Homelessness



United Way of Northern
Santa Barbara County



Good Samaritan Shelter
For those in need, our door is open

Santa Maria Housing Specialist & Volunteer Coordination Position Description

Position: Partnering with Good Samaritan at their Santa Maria Emergency Shelter in the After-School Programs for previously homeless youth. Provide volunteer recruitment and coordination as well as housing retention support to families recently transitioning into permanent housing.

Seeking: 1 Quarter-time member to serve 9-11 hours/week, 450 hours total beginning September 1, 2017 ending August 31, 2018. Monthly stipend paid during term of service: \$326. Education award received upon successful completion of term: \$1,538.36. **Schedule:** Monday 2pm-5:15pm, Tuesday 1:30p-5:15p, Wednesday 2p-5:15p, Thursday 1p-5:15p, Friday 2p-5:15p

Activities Include:

- Volunteer coordination
 - Understand and adhere to GSS volunteer recruitment & screening process
 - Ensure only qualified/approved volunteers participate in shelter programs to ensure safety of children and other vulnerable populations
 - Communicate with volunteers to establish and confirm schedules
 - Record volunteer participation at events and during regularly scheduled shifts
 - Attend and facilitate volunteer events as needed in conjunction with GSS staff
 - Follow up with volunteers
 - Develop activities to engage volunteers at both emergency shelter and permanent housing locations
 - Develop volunteer retention plan to support and further engage volunteer participation
- Housing retention
 - Develop housing retention programming for new residents at Morrison street permanent housing location
 - Work well with vulnerable and diverse populations
 - Ability to think creatively and meet varied needs
 - Ability to incorporate critical housing retention skills into fun, engaging programs for residents
- Partner with local trainings as needed and required by program

Skills Desired:

- Strong interpersonal skills
- Must represent self, Good Samaritan, and AmeriCorps in a professional manner at all times

This program is administered by CaliforniaVolunteers and sponsored by the Corporation for National and Community Service



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including Microsoft Office, web-based software, online database and internet

- Ideal candidate will have knowledge base of community resources

Other Information:

- Hours per week are based on 48 week year. 2 weeks per year can be taken off for personal or sick time. Members can take these days off in whatever fashion they'd like that is agreed upon by their site supervisor and program staff. Program observes 9 designated holidays.

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