

## **Ansche Chesed Men's Shelter Coordinator**

**Job Overview:** Ansche Chesed, a Conservative Synagogue on the Upper West Side of Manhattan has, for over 30 years, run a homeless shelter 365 nights a year that hosts as many as 10 men each night. To run our shelter, we require two volunteers each evening. We seek to hire a part-time Men's Shelter Coordinator who will help improve the shelter experience by:

- Work with current shelter volunteers:
  - to improve their experience;
  - to deepen their commitment to the shelter;
  - to coordinate their time, schedules, and availability
  - to confirm their dates, and remind them of their commitment
  - to reduce no-shows and create a deeper commitment.
- Grow our volunteer base:
  - Handle the volunteer calendar which has to be checked and kept up to date on a daily basis.
  - Meet with synagogue members who attend other social action programming to advocate for shelter volunteers;
  - Run Shelter trainings to destigmatize the volunteer experience;
  - Create relationships with local organizations to create new pools from which shelter volunteers can be gained.
  - Step in when volunteers do not show up for their shift.
- Partnerships and Advocacy:
  - Participate in homeless advocacy programs with similar organizations to enable the synagogue to be more informed on issues related to homelessness in our area;
  - Create relationships with local government departments, and other feeder organizations to increase shelter guests to meet our capacity.
  - Maintain relationships with the agencies and social workers who assign guests to AC.
- Guests:
  - Gain a better understanding of their needs and see how we can match our volunteers to help them thrive, where and when appropriate.

### **Qualifications**

- Self-starter.
- Commitment to the issue of homelessness
- Flexibility.

### **Job Summary**

Location: New York

Salary: \$20,000

Duration: Part-Time (12-15 hours a week)

Qualifications: B/A Preferred

### **To Apply**

Send cover letter and resume to [druskay@anschechesed.org](mailto:druskay@anschechesed.org).