



**Description: Waypoint Services in Cedar Rapids, Iowa is seeking a qualified candidate for a Shelter Coordinator position in its Critical Services Division.**

## **SHELTER COORDINATOR**

### **About the Agency:**

#### **Waypoint Services for Women, Children and Families**

Waypoint provides shelter and support to women and children in crisis because of homelessness, domestic violence or sexual assault. We also provide quality child care to over 500 children daily. For over 100 years, our mission has been to meet the changing need of women and children in the Cedar Rapids, Iowa and surrounding rural area. Please refer to our website at [www.waypointservices.org](http://www.waypointservices.org) for further information about the agency. Waypoint is an Equal Opportunity Employer.

### **About the Position:**

Waypoint is recruiting a coordinator for its Madge Phillips Center Shelter for homeless women and children.

#### **Responsibilities include:**

1. Supervise shelter staff and scheduling.
2. Recruit, hire and evaluate shelter staff.
3. Provide back-up assistance and case consultation for shelter staff.
4. Prepare monthly and quarterly data reports.
5. In conjunction with the Director of Facilities, manage the shelter building and grounds.
6. Respond to phone calls and collaborate with other community providers regarding services.

#### **Requirements:**

1. Bachelor's degree required.
2. Supervisory experience preferred
3. Minimum of three years of experience in human services.
4. Experience with Homeless Population a plus.
5. Experience working with diverse populations.
6. Accurate attention to detail.
7. Ability to communicate professionally, orally and in writing.
8. Knowledge of basic office functions, including word processing, spreadsheets, databases and email.

#### **Salary and Benefits:**

Waypoint offers competitive compensation and benefits and a family-friendly work environment.

**Interested individuals should submit cover letter, resume and salary requirements to:**

Waypoint Services for Women, Children and Families  
Human Resources Department  
318 Fifth Street S.E.  
Cedar Rapids, IA 52401