

Central Wisconsin Community Action Council, Inc.

134 S Spring Street
Beaver Dam, WI 53916



Phone: 608.432-6578
Email: tiffany@cwac.org

New Beginning Homeless Shelter Live-in Volunteer Job Description

Under the direction of the Shelter Coordinator, shelter volunteers shall assist in the overall daily operation of the shelter in a respectful, caring, non-judgmental manner. In lieu of salary/hourly compensation, the live in volunteer shall receive room and board, including use of the kitchen, laundry, etc.

Hours of work are from 5pm to 8am Monday through Friday, and all day/night on the weekends when residents are present. If the residents have an approved overnight/weekend pass and /or there are no current shelter residents, this can be waived. Your free time is from 8am to 5pm Monday through Friday when shelter residents are required to be out of the shelter. At your discretion you may stay at the shelter during those hours. Additional time off must be requested and arranged in advance. In the event an emergency you to be away from the shelter, you must notify the Shelter Coordinator immediately. No visitors when shelter residents are present. You may have visitors on your own time.

Duties may include:

- Assist residents in becoming familiar with the facility and the policies and procedures
- Report any incidents of a residents failure to follow shelter policies/procedures to the shelter coordinator
- Communicate any visits from law enforcement, utility companies, donations, etc.
- Assure that the shelter is safe and secure at all times
- Assure that residents pick up and clean the shelter as necessary
- Prepare bedrooms for new residents arrivals
- Sort and put away donations - perishable and nonperishable items
- Maintain inventory of consumables supplies (paper products, laundry supplies, light bulbs, cleaning supplies, etc.) and communicate with shelter coordinator when supplies need replenishing
- Communicate any necessary repairs of building or equipment to shelter coordinator

Desirable abilities, knowledge, and skills:

- Knowledge of homeless issues or willingness to learn
- Knowledge of cultural and ethnic diversity
- Ability to remain calm, objective, and non-judgmental
- Good verbal communication skills
- Knowledge of shelter policies and procedures
- Ability to maintain a professional distance - keeping interactions professional yet courteous
- No disciplining or babysitting residents children

Performance reviews will be conducted on a quarterly basis.

Contact: Tiffany Schepp: 608-432-6578

AN EQUAL OPPORTUNITY PROVIDER

Administrative Office: 1000 Hwy 13 / PO Box 430, Wisconsin Dells WI 53965 • Phone: 608.254.8353 Fax: 608.254.4327

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-4900
FAX: (608) 339-9400



COLUMBIA COUNTY
203 DeWitt Street
Portage, WI 53901
(608) 742-3320
FAX: (608) 742-0984

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559
FAX: (920) 885-9589

JUNEAU COUNTY
948 Herriot Dr.
PO Box 253
Mauston, WI 53948
(608) 847-1124
FAX: (608) 847-3009

SAUK COUNTY
Job Center, Basement
505 Broadway St
Baraboo, WI 53913
(608) 355-4812
FAX: (608) 355-4816