



DuPagePads Interim (Overnight) Housing Program

Position: Interim (Overnight) Housing Support Coordinator

Summary: This position is responsible for recruiting and coordinating volunteers and meals from 5:30pm-7:30am at an Interim (Overnight) Housing site. The Support Coordinator acts as a liaison between the Site, Site Coordinator and DuPagePads staff; and upholds the DuPagePads Support Agreement. This position can be held by 1 person or 2 people can serve as co-leaders. The Support Coordinator is available for any questions that may arise on the night assigned to serve.

Responsibilities:

- Acts as a liaison between the Site, Site Coordinator and DuPagePads staff and the Support Group
- Ensures the Support Agreement is signed and returned annually
- Recruits and coordinates all volunteers needed for Dinner and Setup, Overnight Monitoring, Breakfast and Cleanup, Linens
- Coordinates all meals: Dinner, Breakfast and Sack Lunches
- Ensures all volunteers that are onsite when clients are present are registered with DuPagePads
- Complies with the DuPagePads Youth Policy and ensures that all youth have a completed policy returned to the DuPagePads Volunteer Coordinator annually
- Ensures all volunteers from 10:00pm - 7:00am have completed the DuPagePads Volunteer Training online or in-person
- Maintains communication with volunteers
- Informs the DuPagePads staff onsite or the Volunteer Helpline of any incidents or problems that occurred at the site
- Ensure all documentation is mailed to Will Salmon, Interim Housing Director, the morning after your assigned night; 601 West Liberty Drive, Wheaton, IL 60187
 - Documentation includes: Guest Register, Volunteer Register, Grievance Reports and Incident Reports
- Offers training and answers questions for volunteers
- Be on-call (or at the site) on assigned night of service or delegate to a trained co-leader
- Attends the annual meeting with DuPagePads staff and Site Coordinator

Knowledge and Skills:

- Excellent engagement and interpersonal skills
- Strong organization skills with attention to detail
- Problem solving skills

Qualifications:

- [Register as a volunteer with DuPagePads](#)
 - All volunteers will be checked against the National Sex Offender List
- Complete the Volunteer Training and participate in annual DuPagePads trainings as needed

More Information:

[DuPagePads.org](https://dupagepads.org)

<https://dupagepads.org/solutions/volunteer/volunteer-opportunities/>

Please Contact:

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