



# MISSION

## WACO | WORLD

| <b>Job Description</b>   |   |
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| <b>MWMW Position Title</b> (type in CAPS): Street Sweep Employment Program: SHIFT LEADER   |   |
| <b>Staff Group:</b>  | <input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff<br><input type="checkbox"/> Program Director <input checked="" type="checkbox"/> <b>Program Staff</b> <input type="checkbox"/> Administrative Staff<br><input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____ |
| <b>Immediate Supervisor:</b> Street Sweep Program Director   |   |
| <b>Immediate Subordinates:</b><br>Full-time (30+ hrs/wk):<br>Part-time (up to 29 hrs/wk): Up to 4 program participants at a time<br>Work-Study:  |   |
| <b>Status:</b><br><input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Non-Exempt  | <b>Position Originally Created:</b> March 2020<br><b>Date Last Revised:</b> August 2023   |
| <b>Hours Per week:</b> 28 hrs/wk   |   |
| <b>General Summary:</b> Street Sweep is a homeless program designed to help individuals reenter the workforce through employment.<br><br>The Shift Leader's role is to supervise program participants and ensure the professional and operational expectations of the program are being met. |   |
| <b>Critical Functions and Responsibilities</b>   |   |
| 1) Daily supervision of program participants, and working alongside them to complete day-to-day operational tasks to program standards.  |   |
| 2) Build relationships with program participants for the purpose of providing them with support and challenge in the ways they need.   |   |
| 3) Be an example and instruct program participants on communication, punctuality, work ethic, and overall professionalism.   |   |
| 4) Collect specific data points on operations to be used for program development and fundraising.  |   |
| 5) Communicate with the program director about any continuous problems with employees and recommendations on improving the program.  |   |
| <b>Additional Functions and Responsibilities</b>   |   |
| 1) Ensure that the team is being good stewards of the equipment, vehicles, and facilities that the program has been given. This includes not losing equipment, cleaning vehicles and facilities, and reporting any problems that may arise.  |   |
| 2) Driving truck safely to different work sites and potential pull a trailer.  |   |

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.*

| <b>Requirements/Preferences</b>   |   |
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| <b>Minimum skills and knowledge required:</b> <ol style="list-style-type: none"> <li>1. Lead and build a relationship with a team</li> <li>2. Learn and give on the job instructions to others on the expectations of the program</li> <li>3. Demonstrate the qualities of a professional employee, including but not limited to, communication, punctuality, work ethic, detail-focused, etc.</li> </ol> | <b>Skills and knowledge preferred:</b> <ol style="list-style-type: none"> <li>1. Understands the causes and factors that go into someone being homeless</li> </ol>            |
| <b>Minimum previous experience required:</b> <ol style="list-style-type: none"> <li>1. Demonstrates mature attitude and some type of order in life to be trusted with leading a team, driving a vehicle, being ready to work at assigned times, etc.</li> <li>2. 1+ year supervisory experience</li> </ol>  | <b>Previous experience preferred:</b> <ol style="list-style-type: none"> <li>1. Experience empowering and working with marginalized worker or homeless populations</li> </ol> |
| <b>Minimum education required:</b> <ol style="list-style-type: none"> <li>1. High school graduate</li> </ol>  | <b>Education preferred:</b> <ol style="list-style-type: none"> <li>1. College graduate</li> </ol>   |
| <b>Minimum communication skills required:</b> <ol style="list-style-type: none"> <li>1. Word, Excel and other basic computer skills</li> <li>2. Able to effectively communicate with employees, supervisor, other staff, and customer/outside public</li> </ol>   | <b>Communication skills preferred:</b>  |
| <b>Special training, certification or licensing required:</b> <ol style="list-style-type: none"> <li>1. Valid driver's license</li> </ol>   |   |
| <b>Behavioral, emotional, mental requirements:</b> <ol style="list-style-type: none"> <li>1. Practice healthy boundaries.</li> <li>2. Able to diffuse and effectively address tense/crisis situations.</li> </ol>   |   |
| <b>Other requirements:</b> <ol style="list-style-type: none"> <li>1. Able to lift up to 50 lbs.</li> <li>2. Able to pull a trailer preferred</li> <li>3. Mature Christian.</li> </ol>   |   |

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