



**JOB DESCRIPTION**  
**BALDWIN FAMILY VILLAGE WEEKEND DAY/NIGHT STAFF**  
**(PART TIME)**

**GENERAL SUMMARY**

The Night Staffer reports to the Director of Baldwin Family Village (BFV). Primary functions are as follows:

- At the beginning of shift, meet with staff on prior shift to receive updates about the day's events. At the end of shift, update relief staff with any new/pertinent information.
- Supervise children while their mothers attend on-site life skills classes or meetings
- Reinforce policies with Residents and make notes regarding any eventful happenings
- Make scheduled rounds of Village premises
- Occasionally handle emergency calls that arise at BFV
- Occasionally direct volunteers and/or residents in activities
- Carry out additional instructions as directed by Program Director

**QUALIFICATIONS:**

- Ability to listen to, understand, and speak so others can understand ideas and information presented verbally
- Must be able to work as a team member and get along well with fellow employees
- Proven ability to work under the supervision of management
- Demonstrated ability to adapt and function in a diverse environment
- Must be understanding, patient and empathetic to needs of homeless clients
- Must be able to work flexible schedule when situation warrants
- Must be able to respond appropriately in a crisis situation
- Must possess thorough knowledge of all policies and regulations relevant to working with homeless clients
- Must possess thorough knowledge of all agency and Village policies and procedures
- Must possess at least High School Diploma or GED.

**EXPERIENCE**

- Proven ability to work under the supervision of management
- Proven ability to work with high level of detail
- Demonstrated ability to adapt and function in a diverse environment

**WEEKEND SHIFTS**

- 8:00am-3:30pm or 3:30pm-11:00pm

Interested candidates may send a cover letter and resume to: [aabernathy@dumaswesley.org](mailto:aabernathy@dumaswesley.org)