

We Are HIRING



YOUTH CENTER SPECIALIST *(PT, Hourly)*

RESPONSIBILITIES

- Assist the Director with the supervision of activities, maintain safe environment, enforce policies and procedures, ensure security of facility at closing.
- Research, develop and lead programs with the intent of discipling youth to grow and mature socially, emotionally and spiritually.
- Prepare, update, and maintain confidential records and files of youth and community center participants.
- Responsible for keeping inventory for vending machine – purchasing supplies, restocking, and reporting income to the Business Administrator.
- Be familiar with and adhere to the program's policies, health and safety regulations, and emergency procedures, and be ready to implement these if necessary.
- Driving is an essential function of this position.

EXPERIENCE

- Highschool Diploma or equivalent.
- Two years of experience with children in a professional setting preferred.
- Ability to be flexible and able to work on multiple projects or tasks simultaneously
- Intermediate skills in Microsoft software to include Word, Excel, PowerPoint and Access. As well as the ability to access payroll, timekeeping and personal data via a web-based system.

ADDITIONAL INFORMATION

- Monday – Friday, 2:30pm-7pm (potential for morning and weekend hours)
- Starting salary is \$12 per hour

Learn More on [The Salvation Army's Career Page](#)
or at [Indeed.com](#)

The Salvation Army of Waterloo/Cedar Falls
89 Franklin St., Waterloo, IA 50703 | 319-235-9358 | sawaterloo.org

We Are HIRING



YOUTH CENTER ASSOCIATE (PT, Hourly)

RESPONSIBILITIES

- Assist Youth Director in long range planning regarding curriculum, philosophy, and goals.
- Implement curriculum, meeting the emotional, physical, intellectual, social, and spiritual needs of program participants.
- Maintain an environment that helps each child have a positive experience at the Center.
- Treat all children with dignity and respect, allowing for individual differences.
- Provide an atmosphere of acceptance and caring for each child, providing appropriate individual attention. Comfort distress in timely manner.
- Be familiar with and adhere to Youth Center policies, health and safety regulations, and emergency procedures. Possess ability to implement all policies, procedures, and protocols immediately.
- Driving is an essential role of this position.

EXPERIENCE

- Highschool Diploma or equivalent.
- Experience with children in a professional setting preferred.
- Ability to be flexible and able to work on multiple projects or tasks simultaneously
- Intermediate skills in Microsoft software to include Word, Excel, PowerPoint and Access. As well as the ability to access payroll, timekeeping and personal data via a web-based system.

ADDITIONAL INFORMATION

- Monday – Friday, 2:30pm-7pm
- Starting salary is \$11 per hour

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We Are HIRING



HOUSING SERVICES COORDINATOR *(FT, Exempt)*

RESPONSIBILITIES

- Oversee daily operations of the Men's Shelter, Family Shelter, and Women and Children's Shelter which will include: shelter residents' care management, managing staff, and upholding policies in line with the mission of The Salvation Army.
- Provide timely, accurate documentation of services/care coordination activities utilizing internal and state databases.
- Ability to efficiently and effectively manage people and projects successfully.

EXPERIENCE

- A Bachelor's degree in social work from an accredited college or university or an equivalent combination of education and experience will be considered in lieu of.
- Knowledge of and/or experience in community outreach, human services and community improvement. Ability to collaborate on complex social issues within families and communities.
- Knowledge of strengths-based, trauma-informed, harm-reduction services.
- Experience in employee oversight and administrative management.

ADDITIONAL INFORMATION

- Monday – Friday, 8am-4pm (typically)
- Some nights and weekends required.
- Some on-call functions required.
- Position includes medical benefits.

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We Are HIRING



SHELTER MONITOR MANAGER (FT, Exempt)

RESPONSIBILITIES

- Assist with daily oversight of operations of the Men's Shelter, Family Shelter, and Women and Children's Shelter which will include: shelter residents' care management, managing staff, and upholding policies in line with the mission of The Salvation Army.
- Provide timely, accurate documentation of services/care coordination activities utilizing internal and state databases.
- Ability to efficiently and effectively manage people and projects successfully.

EXPERIENCE

- Bachelor's degree preferred, or three (3) years' experience in a similar role.
- Knowledge of and/or experience in community outreach, human services and community improvement. Ability to collaborate on complex social issues within families and communities.
- Knowledge of strengths-based, trauma-informed, harm-reduction services.

ADDITIONAL INFORMATION

- Monday – Friday, 8am-4pm (typically)
- Some nights and weekends required.
- Some on-call functions required.
- Position includes medical benefits.

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We Are HIRING



SHELTER MONITOR *(FT, Overnights, Hourly)*

RESPONSIBILITIES

- Assist with daily oversight of operations of the Men's Shelter, Family Shelter, and Women and Children's Shelter which will include: shelter residents' care management and upholding policies in line with the mission of The Salvation Army.
- Provide timely, accurate documentation of services/care coordination activities utilizing internal and state databases.
- Ability to efficiently and effectively manage people and projects successfully.

EXPERIENCE

- High School Diploma or equivalent required, and a minimum of 1 year experience.
- Intermediate skills in Microsoft software to include Word and Excel as well as the ability to access timekeeping and personal data via a web-based system.

ADDITIONAL INFORMATION

- Monday-Friday 12am (Midnight to 8am) - 3rd Shift
- Starting salary is \$14 per hour.
- Position includes medical benefits.

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We Are HIRING



SHELTER MONITOR ASSISTANT

Multiple Positions Available
(PT, Overnights & Weekends, Hourly)

RESPONSIBILITIES

- Process intake/exits of shelter clients, maintaining security, and providing supportive services in a Christian atmosphere.
- Provide necessary supervision of shelter and residents, assuring that rules and policies are being followed. Maintain an awareness of client needs.
- Ensure shelter cleanliness and order, maintaining a healthy and safe environment for residents and staff.

EXPERIENCE

- High School Diploma or equivalent required, and a minimum of 1 year experience.
- Intermediate skills in Microsoft software to include Word and Excel as well as the ability to access timekeeping and personal data via a web-based system.

ADDITIONAL INFORMATION

- Monday-Friday 12am (midnight) to 8am and weekends – all shifts.
- Starting salary is \$12 per hour.

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We Are HIRING



FOOD PROGRAM MANAGER *(Part-time)*

Responsibilities

- Plan and prepare nutritious meals for community lunch program.
- Oversee kitchen activities, meal preparation, meal service, and clean up.
- Oversee Food Pantry Giveaway activities.
- Understand and implement safety procedures as required.
- Develop and maintain a current inventory of food and supplies, maintaining cleanliness and organization of kitchen, food storage areas, and dining room.
- Ensure all Iowa Department of Health safety and sanitation policies and procedures for cleanliness are practiced.

Experience

- Knowledge and work experience related to food storage, preparation, serving, and sanitation.
- Must have at least 1 year of experience in food preparation for large quantities of people
- Possess or be willing to obtain sanitation license/food service certificate within six months of employment.
- Must be able to follow directions and food guidelines required by the local health department.
- Must be able to pass a background check.

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