



**Community
Connections**
REVELSTOKE SOCIETY

JOB POSTING

August 2026

Internal and External Posting

Position Title: Emergency Shelter Program Coordinator

Reports to: Executive Director

Job Description:

The Emergency Shelter Program (ESP) Coordinator supports individuals in need of emergency shelter services within Revelstoke or passing through Revelstoke. The ESP Coordinator manages all operations pertaining to Community Connections' Emergency Shelter Program.

Key Duties and Responsibilities:

1. Respond to referrals of new clients in a timely manner, including completing the intake form and assessment of the client's situation.
2. Enforce shelter policies and procedures in a calm, clear, and compassionate manner.
3. Deal confidently and respectfully with volatile and unpredictable situations, including those in which mental health and addiction issues are factors.
4. Communicate regularly and effectively with the Outreach Department.
5. Maintain client data and keep detailed case notes, intake numbers of clients, and accurate data about the client for the Community Connections database.
6. Meet with the client and develop an individual plan to aid them in finding a longer-term housing option.
7. Communicate with clients and refer them to the appropriate service provider when applicable.
8. Manage all emergency shelter staff, requesting daily shift reports on operations and meeting with them regularly.
9. Perform or delegate routine janitorial duties as required.
10. Carry out security rounds.
11. Maintain up-to-date data and reports for donors.
12. Maintain a safe, healthy, and positive environment for staff, patrons, and community members.
13. Monitor and report any facility issues including maintenance and cleanliness as per the program's procedures.
14. Provide a weekly report to the motel manager on all operations concerning the shelter program.

Preferred Qualifications:

Education/Certification

Diploma or Certificate in related field: trauma-informed practice, social work, human service worker, psychology or sociology





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Required Knowledge

1. Commitment to social justice and narrative practice principles.
2. An understanding of the social intersections of social work, public health, law, humanities, and political science is an asset.
3. Knowledge and/or understanding of the impacts of housing and homelessness issues faced by the community of Revelstoke.

Experience Required

1. Previous experience in the community social services sector with knowledge of anti-oppressive practices, client-centered service, housing first practices, social determinants of health, and the impacts of systemic oppression.

Occupational Competencies:

1. Demonstrated knowledge of formal program delivery and evaluation skills.
2. Professional verbal and written communication skills.
3. Well-developed planning and administrative skills.
4. Excellent interpersonal and communication skills.
5. Good organization, analysis, and time management skills.
6. Ability to work independently and to manage time and workload effectively.
7. Ability to maintain confidentiality.
8. Ability to maintain a positive, professional, non-judgmental attitude.
9. Knowledge of community resources and other community support services.
10. Maintain up-to-date file information for each client.
11. Ability to maintain a non-judgment, non-reactionary, and non-defensive communication style during challenging discussions.
12. Active listening skills/commitment to fully understand the client's point of view.
13. Ability to communicate with clients who possess a range of listening and processing challenges.
14. The capacity to remain calm and evaluate crisis situations and devise effective interventions/actions to implement.
15. Ability to deescalate agitated clients.
16. Comfortable using Excel spreadsheets, cell phones, and computer technology.
17. Capacity to follow Community Connections meticulous record-keeping/reporting protocols.
18. Ability to follow directions from the Executive Director.
19. Ability/desire to work cooperatively as a team with other staff, clients, relevant community members, and housing associations

Other Requirements:

- This position is required to work in a stressful environment, often dealing alone with clients in a crisis situation.





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- Complete and keep updated Criminal Record Checks
- Holding a certificate OFA Level 1 will be considered an asset but is not mandatory.
- Having a valid Driver's License with a clean driving record (provide annual Driver's Abstract) will be considered as an asset but is not mandatory.
- Non-Violent Crisis Intervention training course will be considered an asset

Wage: In accordance with the Community Connections Wage Grid, applicants will start at G4 Step 1: \$29.49 hourly and will receive their first wage increase after the completion of 976 hours - Step 2: \$30.74.

Hours & Schedule:

- **Week 1 (Sunday to Saturday):** 4- evening shifts (30 hours)
- **Week 2 (Sunday to Saturday):** 3- evening shifts (22.5 hours)
- **Week 3 (Sunday to Saturday):** 4-day shifts (30 hours)
- **Week 4 (Sunday to Saturday):** 3-day shifts (22.5 hours)
- **Evening Shifts:** 14:30 pm – 10:00 pm
- **Day Shifts:** 9:00 am – 16: 30 pm
- **7,5 hours shift** including a paid lunch: It is necessary to stay on call at the site
- **Weekend shifts alternate** between staff. All employees would work every other weekend.

We've designed the schedule to give you **consistent time off in blocks**, so you can make the most of your free time – whether that's riding the slopes, exploring the outdoors, or just enjoying everything Revelstoke has to offer!

Location: Emergency Shelter (Frontier Motel-122 BC-23, Revelstoke, BC V0E 2S0) and Community Outreach building for team meetings only.

Vacation: As per internal policy, in their first year, employees will accrue 6% of their earnings (which represents 3 weeks of paid vacation based on normal schedule) for paid vacation in the following year.

Benefits: In accordance with internal policies, after their 6 months' probation, employees will have access to an **extensive benefits package. Premium is fully paid by the employer.** Coverage includes Extended Health care, Dental care, Employee life insurance, Dependent life insurance, Accident Death and Dismemberment and Long-term Disability.

Pension Plan: In accordance with internal policies, after completion of their 6 months' probation, employees will have access to a generous pension plan. Employees contribute 8.61% of their earnings, while the employer contributes 9.31%.

Personal and sick day: As per internal policy, after the completion of the probationary period, employees with a permanent full-time status will accrue 1 personal sick day per month actively at work - 12 days per year (based on average day).





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Start Date: September 22nd, 2026

Posting closing Date: Applications will be accepted till August 13th, 2026

**Applications must include a current resume with a cover letter stating your
Qualifications, motivations, and education for the posted position**

Apply now [online](#) or via email hr@community-connections.ca.

Myriam Savoie

Human Resources Manager

Community Connections (Revelstoke) Society

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Email: hr@community-connections.ca





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Community Connections is a CARF accredited organization

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee, you embrace Community Connections' values, vision and mission while treating individuals as leaders in their own lives; you contribute to an environment of continuous learning and seek to join a professional, compassionate and supportive workplace.

Mission Statement:

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

Values Statements:

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

BELONGING:

We value belonging by creating an environment where people are seen and heard.

COLLECTIVISM:

We work together to support equitable well-being.

INTEGRITY:

We demonstrate integrity through relational accountability and commitment.

CREATIVITY:

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

Vision Statement

People belong and are supported by our high quality, responsive, and socially-just services.

2022-2025 Strategic Goals:

SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

SERVICE EXCELLENCE

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

INTRA-ORGANIZATIONAL NARRATIVE

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

ORGANIZATIONAL VALUES

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.





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ADVOCACY

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

