

Site Superintendent

A Better Tent City (ABTC) was established in April of 2020 as alternative housing for people experiencing homelessness. It is committed to providing residents with temporary, safe, affordable housing in an environment where they are respected and supported.

The site houses approximately 40 tiny cabins, common buildings that include kitchen and laundry facilities, washrooms, showers and a shared living and dining space for residents. Community organizations provide essential services for residents on site including access to medical care, harm reduction, and a daily evening meal.

Currently, ABTC has two live-in Site Coordinators who provide on-site leadership and share responsibility for fostering a collaborative and cohesive community.

The ABTC Board would like to expand the team and is looking for a Site Superintendent.

Responsibilities

Accountable to ABTC's Board of Directors (the Board), the Site Superintendent is responsible for:

The Site's Functional Condition

The Site Superintendent is responsible for the maintenance, safety, and cleanliness of the grounds, the exterior of all buildings, the interior of all common areas including:

- ensuring that maintenance and repairs occur in a timely and effective manner
- coordinating the services of outside contractors
- coordinating services such as garbage and snow removal, fire safety inspections, etc.
- promoting and supporting the safety of residents, staff and visitors while they are on-site
- purchasing and managing supplies and equipment
- maintaining records about the site's condition, repairs, services, stock control

Relationships & Rapport

- fostering positive relationships with residents, other staff, volunteers, neighbours and community partners
- responding calmly and thoughtfully to/in emergencies
- greeting and guiding on-site visitors
- orienting, training, coordinating and supervising on-site volunteers
- engaging residents to assist with maintenance and repairs, if/when appropriate
- collaborating with local school boards and their staff and students to grow awareness of and empathy for the life experiences (stories, joys, challenges) of ABTC's residents

General

Other responsibilities, as may be assigned from time to time.

Required Knowledge, Skills and Experience

- Demonstrated competence in property maintenance, safety and cleanliness

A Better Tent City Waterloo Region

- Familiarity with housing safety/emergency regulations
- Familiarity with local housing and support systems for people experiencing homelessness
- Strong organizational and communication skills
- An ease working among residents with mental illness and/or addictions

Work Hours, Schedule and Location

40 hours/week, a blend of on- and off-site hours that fulfill the responsibilities of the role.

Interested?

If you are interested in applying for this position, please send your application to howell@shaughnessyhowell.com