



The Warming Place

Nantucket's only shelter for the unhoused

WE'RE HIRING!

Overnight Staff Member

The Warming Place | Nantucket, MA
Part-Time • Seasonal • Non-Exempt • \$25/hour

About The Warming Place

The Warming Place provides a warm, safe, and supportive place for people experiencing homelessness on Nantucket. During the winter season, we provide overnight shelter, meals, and connections to medical, mental health, and social services.

We are looking for dependable, compassionate people to join our overnight team. The Overnight Staff Member plays an important role in making sure our guests feel welcome while also maintaining a safe, clean, and respectful shelter environment.

Position Details

Reports to: Shelter Manager **Season:** November 1 – April 30 **Schedule:** 7:30 PM – 7:00 AM **Pay:** \$25/hour

Key Responsibilities

- Help create a warm, safe, healthy, and compassionate environment for all guests.
- Build positive, supportive relationships with guests through respectful conversation and a welcoming presence.
- Follow and consistently implement The Warming Place's policies and procedures.
- Monitor adherence to shelter rules and expectations, addressing concerns calmly, respectfully, and consistently.
- Respond appropriately to emergencies and unexpected situations, including providing basic first aid and contacting appropriate support when needed.
- Assist with dinner service as needed.
- Prepare coffee and serve a light breakfast each morning.
- Clean and maintain the sleeping area, kitchen, and bathrooms daily.
- Pack and store cots, linens, and other shelter supplies each morning.
- Notify the Shelter Manager when groceries or other supplies are needed, when there are facility concerns, or when other issues require attention or support.
- Maintain accurate and timely records and documentation.
- Document and report issues to the Shelter Manager as appropriate.

What We're Looking For:

- Dependable, responsible, and able to follow through on assigned responsibilities.
- Compassionate, nonjudgmental, and respectful of people with diverse needs, experiences, and life circumstances.
- Comfortable working independently during overnight hours.
- A strong communicator with good interpersonal and conflict-resolution skills.
- Able to build positive relationships while maintaining appropriate professional boundaries.
- Comfortable handling challenging situations with patience, calmness, and respect.
- Able to follow established procedures while exercising good judgment when unexpected situations arise.
- Spanish-speaking is a plus.

Education & Experience

- Required: High school diploma or GED.
- Preferred: Degree, certification, or experience in a human services field.

Preference will be given to individuals with experience in healthcare, hospitality, or other settings where they have worked directly with people. Experience working with individuals experiencing substance use, mental health challenges, or disabilities is a plus.

How to apply:

Please contact us at lucia@thewarmingplace.org for more information or to apply.

If you are looking for meaningful work where you can make a difference in the lives of people in our community, we would love to hear from you!