



Job Descriptions

Position Title: Heat Relief Coordinator (Seasonal/Temporary Full-Time)

Department: I-HELP

Reports To: Director of Programs

Location: AZCEND Chandler (345 S. California St. Chandler, AZ 85225)

Employment Type: Full-Time, Seasonal (May – October 2026)

Compensation: \$25 / hour

Position Summary

AZCEND is seeking a highly organized and motivated **Heat Relief Coordinator** to lead the daily operations of our **Heat Relief Program** during Arizona's hottest months. This **full-time, seasonal** position plays a key leadership role in ensuring the program runs smoothly and efficiently at the Heat Relief site.

The Heat Relief Coordinator is responsible for **scheduling and supporting heat relief staff**, providing **onsite supervision**, and completing **daily data entry into the Homeless Management Information System (HMIS)**. This is a dynamic, people-centered role that balances behind-the-scenes coordination with hands-on engagement at relief sites.

About AZCEND

AZCEND's mission is to change lives by nourishing minds and bodies to help neighbors in need. Our Heat Relief Program serves individuals experiencing homelessness or housing instability by providing access to safe, cool spaces, hydration, hygiene items, and connection to services during periods of extreme heat.

Key Responsibilities

Staff Management & Scheduling

- Develop and manage weekly staff schedules across all heat relief locations (daytime and overnight).
- Ensure adequate staff coverage based on daily operational needs and weather-related activations.
- Serve as the primary point of contact for heat relief staff regarding scheduling, attendance, and shift changes.
- Provide onboarding support and mentorship to new heat relief team members.

Onsite Coordination

- Provide in-person support at heat relief sites to ensure smooth daily operations.



- Troubleshoot issues, provide staff guidance, and respond to emergencies or guest concerns as needed.
- Ensure program adherence to AZCEND policies and safety protocols.
- Assist with setup, guest engagement, and distribution of supplies as needed.

Data & Reporting

- Complete daily data entry in **HMIS** for guest attendance, services provided, and incidents.
- Maintain accurate logs of staffing, inventory, and site usage.
- Prepare weekly summaries and reports for internal tracking and funding requirements.
- Monitor supply inventory and coordinate restocking with Program Manager.

Qualifications

- High School Diploma or GED required
- Experience working with individuals experiencing homelessness or in crisis preferred.
- Proficiency with data entry systems; **HMIS experience highly preferred.**
- Strong organizational, time management, and communication skills.
- Ability to lead by example, remain calm under pressure, and resolve conflicts professionally.
- Reliable transportation, valid driver's license, and ability to travel between sites.
- Must pass a background check and have the ability to obtain a fingerprint clearance card.

Physical Requirements

- Must be able to stand and walk for extended periods.
- Ability to lift and carry up to 30 pounds.
- Willingness to work in extreme heat conditions (indoors and occasionally outdoors).
- Comfortable using computers/tablets for data entry.

Schedule

- Full-time, 40 hours/week. May include occasional evenings or weekends during heat emergencies or to support overnight site activation.
- This position is **seasonal** (May through October), with potential for extension based on funding and community needs.



Equal Opportunity Employer

AZCEND is an equal opportunity employer committed to diversity, equity, and inclusion in our workplace. We welcome and encourage applications from all qualified individuals, including those with lived experience.