



Job Description

Position Title: Daytime Heat Relief Staff (Part-Time)

Department: I-HELP

Reports To: Heat Relief Coordinator

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

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

Schedule: Daytime hours, 8:30 AM – 7:00 PM

Compensation: \$20 / hour

Position Summary

AZCEND is seeking compassionate and dependable individuals to join our **Heat Relief Team** for the summer season. The **Heat Relief staff** will provide essential on-the-ground support to individuals experiencing homelessness and housing insecurity during periods of extreme heat. This part-time role is based at AZCEND's **Heat Respite Center in Chandler, AZ**, and includes duties such as guest monitoring, supply distribution, safety oversight, and light cleaning. This is a meaningful opportunity to support our community's most vulnerable residents during Arizona's hottest months.

About AZCEND

AZCEND's mission is to change lives by nourishing minds and bodies to help neighbors in need. Our programs serve those in crisis with compassion and dignity while working toward long-term solutions that promote stability, wellness, and hope.

Responsibilities

- Welcome and monitor guests at the heat respite center with compassion and professionalism.
- Conduct guest check-in using established sign-in protocols via HMIS.
- Ensure guests have access to water, snacks, meals, hygiene items, heat relief items, and cool spaces.
- Set up and maintain the respite area (chairs, tables, cots, fans, hydration stations, etc.).
- Restock and track inventory of supplies including bottled water, hygiene kits, heat relief kits, and first aid items.
- Ensure compliance with site rules to promote a safe, respectful, and calm environment.
- Respond appropriately to incidents, conflicts, and emergencies using de-escalation and crisis intervention skills.
- Maintain cleanliness and sanitation of the space, including wiping down surfaces, mopping spills, and monitoring restroom areas.
- Supervise the outdoor smoking area, ensuring cleanliness and safety.



- Report incidents and concerns to supervisors and emergency services when appropriate.
- Complete daily documentation, incident reports, and inventory logs as assigned.
- Perform other duties as assigned related to daily respite operations.

Qualifications

- Must be at least 18 years old.
- High School Diploma or GED required.
- Experience working with individuals experiencing homelessness, poverty, or crisis is preferred.
- Ability to maintain a non-judgmental, empathetic, and calm presence.
- Strong interpersonal and conflict resolution skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Must pass a background check and have the ability to obtain a fingerprint clearance card.

Physical Requirements

- Ability to be on your feet for extended periods (standing, walking, bending).
- Must be able to lift and carry up to 30 pounds.
- Must be able to work indoors and outdoors in hot weather conditions.
- Reasonable accommodations will be made for qualified individuals with disabilities.

Equal Opportunity Employer

AZCEND is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage all qualified individuals, including those with lived experience, to apply.