



**THEPEOPLECONCERN**

Because everyone should be housed, healthy and safe.  
OPCC & LAMP COMMUNITY UNITED

## Shelter Manager (2 positions)

### **RESPONSIBILITIES:**

Under the supervision of the Residential Programs Manager and Sojourn's Director, in cooperation with shelter staff and volunteers, responsibilities include the following:

- Provide oversight of the daily operation of the direct service programs in both shelters;
- Recruit, hire, train and supervise program staff and volunteers within the guidelines of The People Concern personnel policies;
- Coordinate and supervise client caseload and daily client needs;
- Work along with Program Coordinators in the training and supervision of Hotline and Children's Program volunteers;
- Coordinate and approve work schedules and timesheets;
- Organize and prepare bi-weekly shelter staff meetings;
- Provide client peer counseling/advocacy, back-up support as needed, including emergencies, transportation, vacation and sick time in cooperation with program staff
- Operate the programs within contract limitations and compile reports as required by funders;
- Approve normal operating and petty cash expenditures within the program budget;
- Participate in self-evaluation and program evaluation in order to better respond to client/community needs;
- Develop and maintain on-going working relationships with other community agencies;
- Work in coordination with the Director to provide leadership development and in-service training for staff and volunteers;
- Attend Manager's meetings and agency-wide retreats;
- Provide on-call coverage for the hotline shifts along with shelter staff;
- Support property management in the areas of health, safety and emergency preparedness on a daily basis;
- Other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree with a minimum 3 years shelter manager experience in a 24-hour setting; or an equivalent combination of education and experience, preferably in a non-profit agency that serves homeless individuals
- Minimum of 2 years of experience managing people and budgets.
- In-depth knowledge of domestic violence and child development stages;
- Developed skills in crisis intervention;
- Experience with program management and staff supervision;
- Experience with non-profit, community-based agencies;
- Good working knowledge of social service agencies, including government help systems;
- Experience in management of a residential facility;
- Ability to be self-motivated and work as part of a team

**Schedule:** Tuesday - Saturday 3:00 pm - 12:00 am and one Sunday per month.

<https://theapplicantmanager.com/jobs?pos=lc2386>

**Schedule:** Monday - Friday 7:00 am - 4:00 pm and one Sunday per month.

<https://theapplicantmanager.com/jobs?pos=lc2385>

*The People Concern is an equal opportunity employer dedicated to non-discrimination in employment. We select the most qualified individual for the job based on job-related qualifications regardless of race, color, age, sex, religion, national origin, disability, ancestry, marital status, credit history, sexual orientation, arrest and court record, genetic information, veteran status or any other status protected by federal, state or other applicable laws.*

Department: Sojourn

This is a management position

This is a full time position