



**Shelter Operations Coordinator
Gateway Youth Services
Job Posting**

Gateway Youth Services Division Goal: Provide immediate access to shelter, basic care needs, and supportive services for runaway, homeless, and street youth (RHSY) ages 12 through 21 while empowering them to make healthy decisions for themselves and equipping them with the life skills needed to become self-sufficient.

General Responsibilities: Under the supervision of the Shelter Program Manager, the Shelter Operations Coordinator shall be primarily responsible for the day-to-day shelter operations of the Kevin Moody Youth Home, a 24 hour shelter for runaway and homeless youth. In addition, the Shelter Operations Coordinator will play a role in teaching and role modeling independent living skills using a positive youth development philosophy.

Qualifications:

1. A minimum of a high school diploma or equivalent with college course work in Social Work, Psychology, or Social Sciences. At least two years college course work is preferred.
2. Must receive documented training in crisis intervention with a minimum of two years working with at-risk youth
3. Experience working in a child placing or child caring institution preferred
4. Ability to work cohesively with a diverse client population and work team
5. Ability to be flexible and work weekends
6. Self-initiator with ability to work with minimal supervision and oversight
7. Valid Driver's License and automobile insurance

Specific Duties and Responsibilities:

1. Present a professional, courteous, trauma informed, efficient appearance to those parents, clients and members of the community who have contact with the agency.
2. Be a cooperative, effective team member, whose behavior and actions are supportive of co-workers and the administrative policies set forth by the Agency.
3. Monitor the condition of the facility. Monitor for and address daily operation needs of the youth shelter. For example fix faucets, repair toilets, repair fencing, replace lights bulbs, address appliance issues with washer, dryer, dishwasher, fridge, freezer, etc. Fix issues when capable. If not capable, then research and arrange work with contractors. Arrange contracts visits for times you can supervise their work.
4. Learn Child Caring Institution Licensing codes, Health Department codes, and Fire Safety Codes for the shelter. Ensure these codes are being adhered to in the shelter. For example, check the temp on freezers and fridges to ensure they are operating correctly (address them if they are not), check fire safety logs to ensure drills are being accomplished, ensure there are no fire code infractions address these infractions if noticed (no hanging blankets in bedrooms, ensure screens are on windows during summer months, no furniture in halls, nothing blocking exits, etc.).
5. Pick up and organize bulk food and supply purchases.
6. Maintain the property, to ensure proper snow and ice removal in winter and lawn care in summer.
7. Develop and maintain an inventory process for supplies including bus tokens.
8. Attend all required program, department, and agency staff meetings.
9. Assist the Director of Program and Executive Director with program planning and goal setting.

10. Other duties as assigned by the Director of Programs.

Hours: Part time – 20 hours per week

Resume and Cover Letter:

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