

Child and Family Charities
Gateway Youth Services

POSTING
(Non-Union Position)
Shelter Operations Manager

Position Summary: Under the supervision of the Assistant Director, the Shelter Operations Manager will be responsible for the day-to-day operations, program services and staffing for the homeless youth shelters.

Qualifications:

- Bachelor's degree in social work or related field and four years of experience or Master's degree and two years of experience.
- Supervisory experience required.
- Experience providing direct services to at-risk youth and/or families
- Able to demonstrate cultural competency (street youth, LGBTQ youth, etc.)
- Strong written and verbal communication skills.
- Working knowledge and effective use of community resources
- Strong computer skills (Outlook, Word, Excel, databases, online life skills assessments and curriculums)
- Valid driver's license and personal vehicle available for use during work hours as needed
- Flexibility of work schedule to meet the needs of the clientele.

Essential Job Functions:

- Manage the upkeep and maintenance of the shelter facilities by coordinating with local vendors
- Monitor utilities, interior and exterior components of the buildings and recommend improvements or modifications.
- Direct the purchasing and inventory processes for all food, supplies and equipment necessary for the care of residents.
- Facilitate regular team meetings and develop strong communication tools and strategies to promote team building.
- Ensure adequate supervision of shelter, approve Youth Specialists shift schedules, and assist Shelter Supervisor to secure coverage of vacant shifts.
- Provide oversight of shelter services including case management, direct care, and youth activities.
- Provide orientation, training, supervision, staff development and evaluation of staff and volunteers.

To Apply: Submit cover letter and resume to:

Child and Family Charities
Director of Administration
4287 Five Oaks Drive
Lansing, MI, 48911
liz@childandfamily.org

We are an Equal Opportunity Employer. In our agency and the communities we serve we celebrate and value diversity, equity, and inclusion.

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