Shelter Manager Job Summary:
The Manager of The Warming Shelter is responsible for the smooth operation of the day-to-day activities of the shelter consistent with the mission of The Warming Shelter to ensure that “No One Freezes During the Winter Months.”

Reports to: Board President/ executive committee
Hours: minimum 40 per week- times and days flexible as needed.

General Duties include the following:
- Have a good working knowledge of The Warming Shelter policies, procedures and safety rules and regulations and Implement and administer operational policies and procedures.
- Orient Coordinate and manage third party attendants, volunteers and residents (i.e. 1st Class Security) with code of conduct, rules, regulations and daily duties.
- Supervise intake of residents and circulate among residents to determine the needs of the residents.
- Be on an ON CALL status for emergency situations. (With scheduled time off)
- Monitor, arbitrate and when necessary enforce consequences of resident discipline issues
- Maintain adequate amounts of supplies
- Supervise facility cleanup, maintenance and upkeep for a clean and sanitary environment.
- Notify Board President or executive committee members of equipment malfunction, repairs or facility and equipment issues
- Handle intake of donations, logging in donations, and communicating information for receipt
- Provide a daily/nightly resident statistical, incident and disciplinary reports report to Board President
- Develop evacuation plan and telephone chain call plan.
- Confer with the Board President and Board of Directors.
- Perform, as requested, any other duty, responsibly, or task assigned by Board of Directors.

Community Activities and Socialization
- Maintain relations with local government, local police, Sheriff, and EMS.
- Become familiar with community resources.
- Support fundraising efforts established for The Warming Shelter

Qualifications
- Must be 21 years of age or older, VALID driver’s license and able to pass a background check.
- Satisfactorily complete FIRST AID/CPR training
- Experience working within the social or human service field or a 4 year degree in a related field is preferred
- Be mature, polite, and possess a commitment to The Warming Shelter mission.
- Strong verbal communication skills with the ability to work with a broad spectrum of residents
- Ability resolve and deescalate conflict.
- Ability to work independently and take charge of various situations.
- Maintain confidentiality.
- Comfortable speaking in public, and MUST speak English in order to communicate with residents, and guests.
- Possess an understanding and working knowledge of Microsoft Word, Excel, and general email.