



Position Posting
Shelter Manager

Please forward resume and cover letter to Jenny Boyer at jboyer@laurel-house.org. This position will be posted until it is filled.

Summary

This position oversees the day-to-day administrative and direct service operation of the shelter and the shelter services.

Supervisory responsibilities: full-time, part-time, and relief staff at shelter, shelter

Hours: This position is full-time, based on 40 hours per week. The times of day and hours will vary. Must be flexible enough to provide direct in person supervision across all three shifts. This position also carries some after-hours “on-call” responsibilities.

Responsibilities:

1. Monitors shelter files, checking for appropriate documentation and accuracy;
2. Oversight of entry of all shelter statistics;
3. Oversees that safety checks and fire drills are conducted according to policy;
4. Shares on-call responsibilities with other Management staff;
5. Directly supervises Counselor Advocates, both full and part time. Completes annual evaluations of all Counselor Advocates;
6. Processes timesheets;
7. Oversight of inventory and communicates needs efficiently and effectively;
8. Completes monthly schedule and assists in the maintenance of accurate records and statistics for good fiscal management and grant compliance;
9. Represents the agency in the community as requested;
10. Works with Senior Director in the oversight of building maintenance;
11. Provides information for preparation of the department budget each year;
12. Responsible for scheduling and conducting staff meeting and case reviews;
13. Maintains adherence to the yearly department budget and reports;
14. Participates in preparation of any budget reports as requested;
15. Attends Laurel House staff meetings and department/program team meetings when invited to, unless specifically excused by the department director;
16. Functions as a member of the team, actively contributing in discussion and decision-making;
17. Coordinates with outside groups, volunteers and donors as it relates to the shelter;
18. Coordinates oversight of volunteers and interns while at the shelter;
19. Other duties as assigned.

Required Skills and Experience:

1. Minimum of 2 years of recent supervisory experience;
2. Experience working with marginalized populations;
3. Ability to defuse and deescalate and respond appropriately in a crisis;
4. PCADV approved domestic violence training certificate (Laurel House will provide);
5. Bachelor’s degree in relevant field;
6. Must be able to lift at least 45 pounds;
7. Residential experience preferred;
8. Valid driver’s license;
9. CPR/First Aid (Laurel House can provide);

10. Computer competency in Microsoft Word, Excel and Outlook ;
11. Must work well independently and as a team;
12. Good leadership and team building skills;
13. Problem solving is a MUST;
14. Ability/availability to work flexible hours and to cover some off-hours “on-call” responsibilities;
15. Spanish/English bilingual a plus.

Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.