

SHALOM CENTER

JOB DESCRIPTION

Position: Shelter Program Director (Non-exempt/Salaried)
Department: Shelter Programs
Reports to: Executive Director
Salary Range: based on experience

JOB SUMMARY: This position oversees the Emergency Family Shelter and INNS Programs and participates in the administrative functions of the organization as necessary.

JOB DUTIES AND RESPONSIBILITIES:

1. Manage all facets of the shelter programs.
2. Establish an environment that promotes well-being, supports individual human dignity and fosters independence.
3. Hire, train, supervise, evaluate staff, and maintain appropriate personnel records.
4. Coordinate daily work flow across all programs.
5. Develop and achieve program outcome measures and service goals.
6. Maintain participant documentation.
7. Assist in yearly budget development and monitor program budgets on a monthly basis.
8. Complete grant writing, reporting, and administrative requests.
9. Maintain memberships and affiliations with committees, councils, coalitions, etc. that pertain to program services on the city, county, and state levels.
10. Network and collaborate with adjunct staff and partner agencies in providing assistance to those participating in programs.
11. Facilitate and attend program staff meetings and attend board/committee meetings when requested.
12. Hold regular staff/team meetings.
13. Participate in public relations and fundraising events/projects.
14. Participate in all staff meetings, in-services, training, workshops, etc.
15. Keep current on any laws or government regulations that affect the programs.
16. Adhere to all Shalom Center guidelines, policies and procedures.
17. Other responsibilities, tasks, and duties as assigned.

QUALIFICATIONS:

1. Comprehensive knowledge and understanding of homelessness and related issues.
2. Demonstrated critical thinking, problem-solving, and decision reaching skills.
3. Ability to work in a team atmosphere, be flexible, exhibit a professional demeanor and maintain a positive attitude.
4. Strong organizational and supervisory skills.
5. Excellent written and oral communication skills.
6. Familiarity with computer operation.
7. Skilled in Microsoft Office Word and Excel and other computer software application.
8. Comfortable working and values working with diverse populations.
9. Values professional development and training.
10. Valid driver's license and access to a vehicle for use on the job.

EDUCATION & WORK EXPERIENCE

1. Bachelor's degree in human services or related field or equivalent work experience. An equivalent combination of experience and education that would provide the required knowledge and abilities may be considered.
2. 1-3 years of experience in community development and program management.
3. 2 or more years of supervisory experience.

Shalom Center is an equal-opportunity employer. We do not discriminate on the basis of age, race, color, sex, religion, disability, national origin, veteran status, sexual orientation, sexual identity, or any other status protected under federal, state, and local law. All employment is decided on the basis of qualifications, merit, and business need.