

Repairers of the Breach

Center Manager

Job Description



Job Summary

The Center Manager reports directly to the Executive Director. Under the direct supervision of the Executive Director, the Center Manager is responsible for overseeing, facilitating, and coordinating the activities of members, volunteers, and leadership team staff. The Interim Center Manager provides a safe, nurturing environment for the members and is responsible for facilitating the Center's daily operations and maintenance. This is a full time management position.

Duties and Responsibilities:

- Manage and supervise the leadership team. Evaluate and provide for appropriate mentoring and developmental opportunities.
- Direct all day-to-day Center activities.
- Ensure hospitality function of Center by creating welcoming and safe environment for all persons while consistently bringing awareness to our various programs and resources.
- Responsible for the interior/exterior cleanliness and orderliness of the Center. Encourage involvement of Center members in general maintenance.
- Work with Executive Director to guarantee Center's overall compliance with policies and procedures.
- Make sure that all Center rules are enforced by staff, volunteers and members according to the board approved handbook, policies, and procedures.
- Build a strong sense of an inclusive community. Motivate and inspire Center members to advance in their life situations.
- Responsible for providing accurate reporting, sufficient record keeping and perform other administrative related responsibilities in a timely manner as required.
- Handle all emergency situations expediently and appropriately. Complete incident reports as applicable and provide to Executive Director.
- Maintain inventory of Center supplies and submit requests to office to replenish needed supplies.
- Monitor the processes for receiving and organizing in-kind donations.
- Document and inform appropriate personnel of any problems related to fire, health, building and safety codes and standards.
- Promote an environment that eliminates discrimination, harassment or favoritism of any kind and adhere to zero tolerance policy.



- Manage and resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
- Model appropriate behavior and treat all members with respect and dignity at all times.
- Seek guidance from Executive Director as necessary and appropriate.
- Maintain a professional appearance and attitude.
- Follow and implement requests and direction received from Executive Director.
- Make recommendations to the Executive Director for needs and improvements
- Demonstrate ability to understand, articulate, have a commitment to, and carry out Repairers of the Breach Vision and Mission.

Required Qualifications and Experience:

- Current or past supervisory experience preferred having managed five or more persons directly.
- Ability to use authority effectively regarding persons with potentially violent or criminal tendencies and other potentially disruptive behaviors.
- Strong track record of taking the initiative to deal with crisis situations appropriately.
- Related life experience with similar population preferred.
- Able to be vision/mission driven, sensitive, caring, and open-minded, while being firmly committed to protecting the Center from destructive or disruptive elements.
- Demonstrated ability to effectively lead and organize large numbers of people.
- Strong leadership in a team environment and strong team-building skills.
- Track record of connection with homeless and impoverished people preferred.
- Strong written and verbal communication skills required.
- Possess the ability to be a good listener.
- Basic computer skills with the ability to type.
- Must be able to manage multiple priorities and tasks simultaneously.
- Commitment to delegating tasks and monitoring follow-through.
- Ability to promote, develop and maintain productive and amicable working relationships with diverse individuals and groups, including peers and supervisors.
- Ability to work with persons of diverse backgrounds, races and ethnicity.
- Ability to lift up to 40 lbs (ie. donations left curbside).
- Minimum of a high school diploma or an equivalency degree, but some college preferred.

Please submit applications by **July 5, 2017**. *We will accept applications until the position is filled.*

This is a minimum of 40 hour-per-week position.

Salary is based on experience with a salary cap of \$41,000/year.

