



Position Title: Shelter Manager
Classification: Exempt, Full-Time
Reports To: Facilities Director
Location: 60616

Company Overview

Bright Star Community Development Corporation was birthed in September 2020 as the Community and Economic Development complement to the Social Services work done by Bright Star Community Outreach for the past 15 Years.

MISSION:

To develop high quality affordable housing, promote economic development by creating employment training, pathways and opportunities, and advocating for a more vibrant Greater Bronzeville community.

GOALS:

Increase access to quality affordable housing
Increase local workforce and job talent pool to capitalize on burgeoning sectors
Stimulate economic development for small businesses
Increase household income for low to moderate income families located in the service area

Position Overview

The Shelter Manager is responsible for overseeing the daily operations of the shelter to ensure its smooth functioning, They manage staff, volunteers, and schedules, as well as coordinate activities related to intake, housing care, and placements of individuals. They work closely with the Project Manager and Supervisors to ensure that the shelter's daily needs are met.

Scope of Responsibilities

- Manage operation of the shelter and all related activities.
- Ensure a safe and secure environment.

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- Plan and provide training and supervision of staff through settings and individual sessions, or as needed based on performance.
- Monitor and maintain high standards of physical safety in the shelter unit as evidenced by weekly inspection reports, accident reports, investigation reports, and compliance with all safety regulations.
- Ensure completion/submission of all required reports as scheduled.
- Routinely review all required reports, logs, mail, etc. as needed, maintaining an organized filing system.
- Identify systems and operations problem areas and make recommendations for improved performance
- Oversee the inventory of assigned equipment.
- Perform other duties as assigned.

Preferred Background and Qualifications

- Bilingual in English and Spanish
- A bachelor's degree in Human Services or a related field
- 3-5 years of direct service experience in an emergency shelter or homeless services management
- Direct Shelter Management required
- Ability to stand/sit/walk for extended periods of time
- First aid and CPR/AED certification preferred

For more information or to apply, please contact Nichole Carter at ed@brightstarcdc.com

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