**Family Promise of Gallatin Valley, (FPGV) Inc.**

**Job Description**

**Title:** Shelter Manager

**Classification:** Part-time, 25 hours a week, Sunday – Thursday with some evening hours

**Reports to:** Executive Director

**Job Summary:** The Shelter Manager will ensure oversight of the day-to-day operations of our shelter locations, while working directly with families to ensure they feel safe and welcomed.

***Shelter Program***

* Support the shelter program as needed, including dinner hosting, driving families to appointments, picking up furniture, shopping for families, etc.
* Observes rotational shelter policies and procedures and ensure guests abide by house rules.
* Conduct weekly house meetings to discuss chores, conflicts amongst guests, etc.
* Dismantle room set-up after a family graduate.
* Prepare rooms for new guests and ensure guests feel welcome and supported during their transition into the shelter program.

***Facilities Management***

* Help maintain the orderly organization of multiple shelter locations as a clean, welcoming, and safe environment for program guests.
* Coordinates routine maintenance. Communicates house maintenance issues to the Executive Director.
* Manages all minor repairs. Notifies the Executive Director of major repairs with estimates that need to be done. Reports immediately to the Executive Director, all damages which require insurance claims.
* Creates strategy for the long-term care and upkeep of each location for approval.
* Communicates professionally and regularly with static site location partners and volunteers.

***In-Kind Donations***

* Help process, monitor, track, and organize all in-kind donations offered to Family Promise.
* Assists with off-site storage organization and inventory.
* Assists with on-site storage organization and inventory.

***Other***

* Maintain on-going communication with the Executive Director and other staff.
* Be on-call for emergencies pertaining to the facility, staff, and families.
* Other duties and tasks assigned by the Executive Director

***Qualifications and Skills***

* Excellent communication and organizational skills.
* Ability to work independently.
* Ability to maintain confidential information.
* Ability to perform basic functions of Microsoft Outlook, Word and Excel such as simple spreadsheets and scanning.
* Positive solution-focused attitude.
* Ability to interact professionally and diplomatically with guests, staff, volunteers, service providers and community resources.
* Strong interpersonal skills.
* Understands the importance of personal boundaries.
* Ability to climb up and down several flights of stairs and lift 25 pounds if necessary.
* Must possess a valid driver’s license.