

Capital City Youth Services, Inc

Shelter Program Manager

CCYS is seeking a Shelter Program Manager for our Someplace Else Youth Shelter. This position is responsible for the oversight of overall functioning and daily operations of an 18 bed short-term crisis shelter for 10-17 year old youth. The person in this position supervises 5-8 staff members. The Manager must work closely with the Clinical Director of Residential Services to create an atmosphere where youth can feel safe and cared for. This person also serves as member of the leadership team and must promote a culture that values service quality and ongoing efforts by the full organization, its partners, and contractors to achieve strong performance, program goals, and positive results for service recipients.

Our Ideal Candidate is someone who has:

- Excellent inter-personal and administrative skills. Knowledge, understanding and sensitivity to the complex issues affecting homeless sub-populations, including issues related to poverty, diversity, and culture.
- Solid oral and written communication skills and detailed oriented.
- Positive attitude, professional (e.g. healthy boundaries), open-minded, and flexible. Have the ability to work independently, manage multiple tasks, decipher complex situations and calmly respond to crises.
- Excellent decision making abilities, good use of judgment and ability to follow-through with tasks.
- Ability to participate in an on-call rotation for after hours consultation and emergencies.
- Occasional travel required.
- Willingness to participate in a collaborative team atmosphere with other agency programs and outside entities.
- Must have flexibility in work schedule and periodically work varied shift.

Education/Experience:

- Bachelors' Degree in a human services field and 2 years experience.
- Supervisory/Management experience, preferably in a residential program setting.
- Must have a valid Florida Driver License and be insurable by our insurance carrier.

Starting Salary: \$43,000

If interested please contact Kristi Gentle at 850-576-6000 ext. 308 or by email at Kristi.gentle@ccys.org