

Director of Shepura Men's Center

Position: Director of Sheupra Men's Center

Classification: Fulltime- Exempt

Supervisor: Director of Operations

Position Summary:

This position is responsible for managing and overseeing the 24-hour operations of the center, addressing the needs of the clients and staff, and providing supervision, training, and enforcement of Jimmie Hale Mission's policies and procedures.

Job Duties:

- Manages the center's operational activities to include; scheduling staff, client housing, food services, transportation, property maintenance, environmental services, and lawn care.
- Determine staffing needs; prepare requests to fill vacant positions. Provide training for new and current employees.
- Manage employee leave requests and maintain proper documentation.
- Discipline, counsel, and recommend termination of clients and or staff when needed.
- Prepare and provide monthly reports to the Director of Operations.
- Manages center budget and provides adequate records to the Director of Operations for operating expenses.
- Develop and ensure compliance with facility policies following program objectives.
- Identify and report facility repairs to Director of Operations and assigned maintenance worker; order and distribute supplies.
- Manage assigned vehicles; report and document all maintenance and safety issues; complete and submit incidents reports.
- Collaborate with other directors to ensure consistency in compliance with policies and procedures and overall organizational objectives.
- May perform reasonable-cause drug tests of current and prospective clients.
- Ensure that each client applies for, and participates in, the SNAP and A-Reset program.
- Direct the processing of mail and donations.
- Performs other duties to ensure the efficient operation and safety of clients and staff as assigned.

QUALIFICATIONS:

Education/Experience

Bachelor's degree in Public or Business Administration with 5+ years of experience working with nonprofits or community relations in a manager or supervisor role.

Skills

- Microsoft Office, standard office equipment ,and customer service skills required
- Must be familiar with all Ministry policies and objectives