**Shelter Manager**

**Job Posting**

The Cornerstone of Beaver County (TCBC) is a 501c3 nonprofit located in Beaver Falls, PA. TCBC is hiring a full time (40hrs per week) Shelter Manager, whose standard work hours are Monday through Friday from 8:30 am to 4:30 pm. This position will also be required to work a variety of shifts as the facility is in operation 24 hours a day, 7 days a week. The position is primarily site-based at The Cornerstone of Beaver County Men’s Shelter located at 697 State Avenue, Vanport PA 15009.

 This position will:

* Oversee day to day shelter operations
* Supervise shelter staff
* Participate in the planning and implementation of all Shelter activities
* Implement all shelter policies and procedures
* Complete intake assessments for all shelter guests
* Collect all needed documentation from shelter guests
* Teach life skill classes to shelter guests
* Transport shelter guests as needed
* Provide shelter guests with all with needed resources
* Provide shelter guests with appropriate referral services
* Provide shelter staff with appropriate trainings
* Attends meetings/trainings as assigned
* Other duties as assigned

Education and Experience: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Salary commensurate with experience.

Supervisory Responsibilities:

This position will directly supervise all shelter staff. This position will report directly to the TCBC Deputy Director.

Please send resumes to address listed above Attn: Ashley McLaughlin or email to amclaughlin@cornerstonebeaver.org. No phone calls please.