



Position: Center Manager
Program: Tony's Place
Salary: 45,000-50,000
Status: 100%, Full-Time, Exempt
Probation: 90 days
Benefits: Health and Vacation

JOB SUMMARY:

The Center Manager's main focus will be to provide a steady, safe presence for each child to feel welcomed and helped. The manager will be in charge of supervising, training, orientating, and coordinating staff and volunteers at Tony's place. They will manage and oversee all programs at Tony's Place. The schedule will be determined based the on hours of operations of the center.

ESSENTIAL FUNCTIONS:

- 1) Manage and supervise Tony's Place, the Drop-In Center, for youth experiencing homelessness;
- 2) Along with the Board: develop, implement and supervise Education, Career, and Youth Development programming;
- 3) Develop and implement programs for LGBT homeless youth to address their psychoeducational needs;
- 4) Recruit, hire, train, schedule and supervise staff; plan and coordinate staff training;
- 5) Facilitate group meetings and conflict resolutions for residents and staff; coordinate event and activity participation by residents;
- 6) Maintain complete and accurate files on all members and document all services provided utilizing the data management system; prepare monthly, quarterly and annual reports as required;
- 7) Evaluate program needs, develop and refine service models, implement best practices, establish and develop procedures;
- 8) Collaborate with outside community based LGBT and youth service organizations and represent the program externally as needed;
- 9) Participate in staff meetings, planning meetings and other meetings as needed;
- 10) Supervise and coordinate maintenance of Tony's Place;
- 11) Communicate consistently and effectively with all staff regarding policies and procedures.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Bachelor's Degree in Psychology, Social Work or other Behavioral Science preferred; or equivalent work experience;
- 2) Experience working with clients who suffer from mental health and substance abuse issues, homeless youth experience, a plus;
- 3) A minimum of 3 years experience working with adolescent and youth populations (or related experience), preferably in the homeless and at risk youth population;
- 4) Sensitive to the needs of gay, lesbian, bi-sexual, and transgendered youth from a wide range of backgrounds;
- 5) Interest in developing and implementing career development programs for at risk homeless youth;
- 6) Excellent verbal and written communication skills, including strong interpersonal skills and the ability to facilitate meetings and deescalate and resolve conflict;
- 7) Ability to make oral presentations to groups about issues related to LGBT homeless youth;
- 8) Good computer skills and knowledge including word processing, excel database operations, spreadsheets, and other software systems;
- 9) Leadership skills as evidenced by ability to coordinate and/or oversee the successful completion of projects;
- 10) Demonstrated ability to work independently and effectively with homeless, substance using, transgender, population (s) and with men and women of diverse backgrounds including age, gender, sexual orientation, education, language and ethnicity;

TRAINING, EDUCATION, AND LICENSURE:

- 1) Valid Driver's License and a clean DMV record (ability to obtain insurance and proof thereof);
- 2) Pass background check;
- 3) Maintain a current CPR certificate;

Tony's Place is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, Veteran status, or age.

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E-mail resume and cover letter as a word attachment to info@homelessgavkidshouston.org website: www.homeleesgavkidshouston.org
Or submit application/resume to: Tony's Place., P.O.Box 980935, Houston, TX 77098