



35 Hall Street, Suite 301
Phoenixville, PA 19460
Ph. 484.393.2407
www.AnnsHeart.org

Position: Shift Manager, *Code Blue Overnight Emergency Warming Center*

Employer: Ann's Heart (*Ann's Heart is an equal opportunity employer.*)

Ann's Heart, a public 501 (c)(3) non-profit in Phoenixville, PA, is hiring up to six (6) overnight Shift Managers to staff the Code Blue Overnight Emergency Warming Center (CBOEWC). The CBOEWC is an emergency overnight shelter open to men, women, and children that operates mid-November through mid-April (start and close dates dependent on weather). This is a **seasonal part-time position**, offering between 20-25 hours a week.

Shift Managers will be responsible for overseeing the general operations of the CBOEWC between the hours of 7:30 PM and 8:30 AM during one of two (2) overnight shifts. Shifts are 7:30 PM to 2:00 AM (evening), and 2:00 AM to 8:30 AM (morning). Up to two volunteers per shift may be provided each night to assist the Shift Manager in opening/closing the CBOEWC, welcoming guests, serving coffee and other light refreshments, and helping to monitor guests throughout their stay.

Shift Manager responsibilities include, but are not limited to:

- Opening and/or closing the CBOEWC
- Conducting an interior and exterior inspection of the CBOEWC and surrounding property for safety or identifying maintenance concerns
- Setting up cots, setting out supplies, and preparing the CBOEWC for guests (opening)
- Perform various daily cleaning and sanitizing tasks at the CBOEWC
- Supervising volunteers and assigning tasks
- Conducting intake of guests and providing an overview of CBOEWC services, rules, and expectations
- Maintaining a clean, safe, and welcoming environment for all guests and volunteers
- Providing daily reports of CBOEWC activity to the Executive Director through provided channels
- Completing necessary paperwork in a timely manner
- Attending a weekly staff meeting/call to review the progress of the program
- Attend and successfully complete the following trainings:
(*All trainings are paid for by and provided through Ann's Heart*)
 - Shift Manager Training
 - Mental Health First Aid Certification (2-year certificate)
 - First Aid / CRP / AED Training (2-year certificate)
 - Crisis Intervention & De-escalation Training

Shift Managers should possess good verbal and writing skills, have reliable transportation to and from the Center (including during inclement weather), and be easily reachable by phone and email. They will be responsible for their assigned shifts and, should changes be required, will need to coordinate coverage with other Shift Managers and the Program Coordinator no less than 24 hours prior. The position is subject to a monthly performance review. All applicants will be subject to a full background check, including State and Federal criminal history, and child abuse clearances. Proof of vaccination is required. Masks, regardless of vaccination status, must be worn at the CBOEWC at all times.

Salary: \$15.00/hour **Hours:** On average, 20-25 hours per week

Those interested in applying may find the application online at: www.AnnsHeart.org/apply

Questions? Please email us at: info@annsheart.org



35 Hall Street, Suite 301
Phoenixville, PA 19460
Ph. 484.393.2407
www.AnnsHeart.org