



148 Church Street, 2<sup>nd</sup> Floor  
Phoenixville, PA 19460  
Ph. 484.393.BLUE  
[www.AnnsHeart.org/CodeBlue](http://www.AnnsHeart.org/CodeBlue)

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 five (5) overnight Shift Managers to staff the Code Blue Overnight Emergency Warming Center. The Center is an emergency overnight shelter open to men, women, and children that operates November through April. 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 Center between the hours of 7:30 PM and 8:30 AM during one of two (2) daily 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 setting up, 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 Center
- Conducting an interior and exterior inspection of the Center and surrounding property for safety or identifying maintenance concerns
- Setting up cots, setting out supplies, and preparing the Center for guests (opening)
- Perform various clean up tasks at the Center
- Ensuring the safe close of the Center in the morning; final security walk through, ensuring all guests and volunteers have left, returning the Center to its original state
- Supervising volunteers and assigning tasks
- Conducting intake of guests and providing overview of Center services, rules, and expectations
- Maintaining a clean, safe, and welcoming environment for all guests and volunteers
- Providing daily reports of Center activity to Executive Director through provided channels
- Completing necessary paperwork in a timely manner
- Attending a weekly staff meeting 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 Executive Director 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.

Salary: \$12.00/hour    Hours: On average, 20-25 hours per week

Those interested in applying may find the application online at: [www.AnnsHeart.org/apply](http://www.AnnsHeart.org/apply)  
Questions? Please email us at: [info@annsheart.org](mailto:info@annsheart.org)

The Code Blue Overnight Emergency Warming Center is a program of Ann's Heart, a public charity organization, whose mission is to provide a place of welcome and human services for all Phoenixville area people.