



OVERNIGHT EMERGENCY WARMING CENTER

148 Church Street
2nd Floor
Phoenixville, PA 19460
Ph. 484.393.2407
www.AnnsHeart.org/CodeBlue

Ann's Heart, a public 501 (c)(3) charity in Phoenixville, PA, is hiring four (4) overnight shift managers to staff the Code Blue Overnight Emergency Warming Center. The Code Blue Center is an emergency overnight shelter open to men, women and children that operates November through April. This is a seasonal part-time position.

Shift Managers will be responsible for overseeing the general functions of the shelter between the hours of 7:30PM and 8:30AM during one of two (2) daily shifts. Shifts are 7:30PM to 2:00AM (evening) and 2AM to 8:30AM (morning). Up to six volunteers will be provided each night to assist the Shift Manager in setting up the shelter, serving guests coffee and other light refreshments, and monitoring guests throughout their stay.

Shift Manager responsibilities include, but are not limited to:

- Opening the center
- Surveying the property for safety or maintenance concerns
- Setting up cots, setting out supplies, and preparing the center for that evening
- Supervising volunteers and assigning evening tasks
- Supervising intake of guests and enforcing general code of conduct for the center
- Maintaining a safe and welcoming environment for all guests and volunteers
- Managing all necessary paperwork for each shift
- Providing an evening report of activity to the Ann's Heart Executive Director
- Clean up of center at close in the morning
- Ensuring the safe close of the center in the morning; final security walk through, ensuring all guests and volunteers have left, returning the property to its original state
- Attending and successfully completing training prior to the beginning of the program season
- Attending a weekly staff meeting to review the progress of the program over the six month season with the Executive Director
- Completion of both Mental Health Aid and First Aid/CPR certification courses

Shift Managers should possess good verbal and written skills, have reliable transportation to and from the center, even during inclement weather, and be easily contacted by phone or email. They will be responsible for their assigned shifts and, should a shift change need to be made, will need to coordinate with other Shift Managers and the Executive Director no less than 24 hours prior. The position is subject to a monthly performance review and evaluation. All applicants will be subject to a full background check, including State and Federal Criminal history and child abuse clearances.

Salary: \$11.00/Hr

Hours: On average 20-25 hours per week

Those interested in applying may contact Kristen McGee, Executive Director of Ann's Heart.
Phone: 484.393.2407 (office) or Email: kristen@annsheart.org

A formal application can be found online at www.AnnsHeart.com/apply.