



Warming Center Manager

Tedford Housing is seeking a motivated, proven, operational manager to supervise the day-to-day operations of an overnight Warming Center located in Brunswick, Maine. Our ideal candidate should be able to juggle multiple priorities, be an effective communicator, and a self-starter capable of working independently. Must have experience in facilities management, staff supervision, and familiarity and sensitivity to the challenges and issues faced by people experiencing unsheltered and unhoused living conditions.

The Warming Center Manager will be responsible for the overall safety and security of guests of the Warming Center, and overseeing/coordinating the daily operations. The Warming Center will serve 10 – 20 individuals in need of shelter, including unsheltered and unhoused individuals in known encampments within Brunswick borders. The Warming Center Manager will be supervised by Tedford Housing's Director of Programs (or designee).

This is a temporary 7-month position based on 35 hours per week at a rate of pay of \$35 per hour.

Position to begin October 15, 2024 and run through May 15, 2025.

Candidate must be willing to work flexible hours including some evenings, early mornings, and occasional weekend hours.

Typical Duties of the Warming Shelter Manager will include, but are not limited to, the following:

Staffing

- Ensure that the Warming Center staffed by no fewer than two people at all times during operational hours (8PM – 8AM).
- Coordinate staffing with Linda's Home Care Planning & Staffing or other staffing agency, as well community-referred staff and volunteers.
- Ensure that staff have sufficient training to de-escalate small conflicts and are able to respond to guests with courtesy and compassion.
- Ensure that staff understand basic safety protocols and when a situation may call for emergency responders/police.

Administration

- Collaborate with Director of Administration on collection and reporting of guest demographic information and warming center-related expenses required for monthly reporting.
- Provide weekly, or more frequently as needed, updates to the Director of Programs on status of Warming Center operations.
- Assist with coordination of facility upgrades, renovations and set-up prior to warming center opening in mid-November.

Health and Safety

- Ensure that the Adult Shelter is kept clean and safe on a daily basis.
- Ensure that staff understand and consistently practice basic safety protocols.
- Coordinate food including: menu planning, shopping, donations.
- Ensure that the shelter has adequate supplies, and monitor their use and maintain adequate supply.
- Conduct regular walk-throughs at the Warming Center to identify potential problems or need to adjust operational practices or protocols.
- Ensure that staff are CPR and Narcan trained.

Resources and Navigation

- Ensure that Warming Center guests have current information for, and can be referred to, key community resources e.g. general assistance, mental health/crisis, recovery/substance use disorder resources, soup kitchen, immigrant resources, etc.
- Ensure that all guests are referred to housing navigators e.g. The Gathering Place, or Tedford for housing navigation and stability services.

Warming Center Manager Qualifications:

- Bachelor degree and three years of relevant work experience in settings serving people experiencing homelessness – with residential experience a plus. Or will consider a combination of education and work experience.
- Experience working with people with mental illness and substance abuse challenges.
- Basic knowledge of homelessness and its causes.
- Good organization skills and ability to track and execute multiple projects.

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Position to begin October 15, 2024 and run through May 15, 2025.

This position could lead to permanent, year-round employment with Tedford, to include continued Warming Center management and other seasonal projects.

Please send your cover letter and resume info@tedfordhousing.org, with subject line “Warming Center Manager.” Interviews will begin immediately and continue until the position is filled. Selected candidates will receive an email to set up an online or in-person interview. No phone calls please.

Tedford Housing is committed to creating an inclusive workplace where diverse perspectives are valued, supported, and freely exchanged. We are committed to hiring staff that reflects Maine’s full range of identity and experience, and we actively seek and encourage individuals from traditionally underrepresented communities to apply. Tedford Housing provides all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, disability, age, or veteran status.