



POSITION: COTTAGE MANAGER

REPORTS TO: This position reports to the Associate Director of Programs

PURPOSE: The Cottage Manager is responsible for providing leadership and support to cottage staff while overseeing the daily operations of all cottages on campus. The primary goals of this role are to ensure compliance with Department of Children and Families (DCF) regulations and to foster a strong, supportive therapeutic community within Youth Haven's shelters. This position requires strict confidentiality and the ability to handle sensitive information with professionalism, discretion, and diplomacy.

EMPLOYMENT CATEGORY: This position is considered EXEMPT under the provisions of the Fair Labor Standards Act (FLSA) 29 CFR Part 541, Section 13 (a) (1). EXEMPT employees are excluded from both minimum wage and overtime pay for employees employed as executive, administrative, professional and outside sales employees.

SCHEDULE: The Cottage Manager's schedule is based on the needs of the cottages and may include weekends and assigned holidays.

FUNCTIONAL RESPONSIBILITIES:

- Model and actively coach staff in principles of respect, normalcy, collaboration, and cooperation when working with traumatized youth.
- Supervise and support cottage staff, ensuring completion of monthly audits, inventory, and required logs.
- Conduct employee performance reviews and monitor the completion of all required annual training courses.
- Participate in Management Team meetings and provide monthly written reports.
- Attend All-Staff and Treatment Team meetings; facilitate monthly Program Meetings, Cottage Coordinator Meetings, and Rob's Cottage Meetings.
- Ensure accurate and timely submission of timecards and payroll.
- Develop new initiatives as directed by the Board of Directors and Leadership Team
- Implement the strategic plan as it applies to campus cottages.
- Ensure compliance with Department of Children and Families and Children's Network regulations, as well as all Community Partner guidelines.
- Maintain accurate and compliant records for all clients.
- In collaboration with the VP of Programs and Human Resources, recruit, interview, and hire qualified program staff in accordance with Youth Haven guidelines.



- Provide direct oversight to a staff of at least 25 employees.
- Overall shelter checks: i.e. assess for needed supplies, safety concerns, room checks and complying with safety plans.
- Member of the PQI Team
- Other duties as assigned

EMPLOYMENT STANDARDS:

- Bachelor's degree from an accredited college or university.
- Experience working with children and at least two years of program management experience.
- Strong verbal and written communication skills
- Ability to foster teamwork and collaborate effectively with internal teams and external partners.
- Excellent organizational, time management, and problem-solving skills with strong attention to detail, initiative, and creativity.
- Comfortable with public speaking and professional presentations.
- Experience working with children
- Valid Florida driver's license with an acceptable driving record.

EMPLOYEE NAME: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____