



POSITION: Rob's Cottage Manager

REPORTS TO: This position reports to the Program Director

DEPARTMENT: Homeless Teen Transitional Living Program (HTTLP)

PURPOSE: Rob's Cottage Manager oversees and manages the operations of Rob's Cottage. This position is responsible for the overall planning and delivery of the teen homeless program and its activities in accordance with the mission and goals of Youth Haven.

EMPLOYMENT CATEGORY: This position is full-time and is considered EXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. EXEMPT employees are not entitled to overtime pay under the specific provisions of this law.

WORK SCHEDULE: Your work schedule is based on the needs of the cottage and may include working weekends and all assigned holidays.

FUNCTIONAL RESPONSIBILITIES:

- This position is an outward facing position within the community.
- Oversight of Outreach efforts on behalf of Youth Haven and Rob's Cottage
- Develops new initiatives as directed by the Board of Directors and the Leadership team.
- Implement the strategic plan as it relates to Rob's Cottage.
- Develop an annual budget and operating plan to support the program and ensure the program operates within the budget.
- Understand and comply with Department of Children and Families and Children's Network regulations, as well as all Community Partner guidelines.
- Responsible for all aspects of the Rapid Rehousing Program
- Implementation of legislation as it impacts our children.
- Overseeing the referral and intake process of homeless teens
- Ensures compliance of records on all clients of the program
- In consultation with the Program Director and Human Resources, recruit, interview and select well-qualified program staff while following Youth Haven guidelines.
- Develop a robust Life Skills Program in conjunction with the Program Director, that includes age-appropriate shelter children.
- Developing a mentorship program with shelter children and community leader mentors for the teens residing in Rob's Cottage



- Communicate and collaborate with community partners and other stakeholders to gain support for the program.
- Direct oversight of a staff of minimum of 10

EMPLOYMENT STANDARDS:

- BA degree from an accredited college or university
- A minimum of two years of experience in Non-Profit program management
- Foster teamwork and interagency collaboration
- Must possess excellent interpersonal, writing, and public speaking skills.
- Must have excellent organization and time management skills as well as strong attention to detail, individual initiative and creativity.
- Must have a valid Florida Driver's License with an acceptable driving record.
- This position requires fingerprinting, drug testing, and pre-employment background screening.

EMPLOYEE'S NAME: _____

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