



Immediate Opening

Drop-In Manager

**Applications Accepted on a Rolling Basis
Closing Date for Applications: April 29, 2016**

Strong City Baltimore is a non-profit organization located in Baltimore City whose mission is to build and strengthen neighborhoods and people.

Through the operation of Baltimore's only drop-in center for homeless youth, the Youth Empowered Society (YES) provides urgently-needed direct services to youth experiencing homelessness through trauma-informed peer and ally support; develops the leadership and employment readiness of youth who have experienced homelessness; and partners with youth to advocate for systems change. Please see our website: www.yesdropincenter.org for more information.

Overview of Position:

The Youth Empowered Society (YES), fiscally sponsored by Strong City Baltimore, is seeking a Drop-In Manager to manage the day to day to day operations of the YES Drop-In Center. This is a full-time, 40-hour per week, exempt position (with some evenings required).

Drop-In Manager Responsibilities:

Drop-In Leadership

- Serve as a collaborating supervisor during YES's drop-in hours by maintaining physical, emotional, psychological, and moral safety of the space for youth and staff
- Frequently serve as the supervisor on duty
- Develop supportive relationships with youth participants who come to YES on a daily basis

Supervision

- Provide support and frequent positive and growth-oriented feedback to ~2/3 supervisees on a daily basis and through weekly supervision

Other (some of which is TBD depending on skill set of new hire)

- Ensure sufficient drop-in center supplies (food, clothing, hygiene products, etc.) through outreach, marketing, and collaboration with community partners
- Support case management activities as needed/requested
- Participate in data entry
- Lead group activities for youth
- Lead staff trainings
- Other duties as assigned

Qualifications:

- An associate's degree and BA/MA degree or equivalent work experience required
- Desire to support homeless youth and young adults in a fast-paced environment
- Experience working with youth and/or people experiencing homelessness
- Supervisory experience
- Warm, professional manner and strong oral and written communication skills
- Community outreach, public relations, and recruiting experience helpful

It is the policy of this organization to provide equal opportunity to employment without regard to race, color, religion, national origin, gender, gender identity or expression, sexual preference/orientation, age, or disability. **Individuals who have experienced poverty and/or homelessness are strongly encouraged to apply.**

To Apply: Please submit a resume and cover letter to lara@yesdropincenter.org, with "Drop-In Manager" in the subject line. No phone calls, please. Closing date is April 29, 2016. Only qualified candidates will be contacted for interviews.