



Supervisor | Job Description

Pan Am Place, a youth-at-risk transitional housing facility, requires a part-time, permanent youth Supervisor. The duties and responsibilities are as follows:

Resident Specific Duties

- Assist Pan Am management with the development of policies, practices and procedures to ensure residents integrate appropriately into the facility and maintain a standard of conduct throughout their stay at Pan Am Place.
- Develop relationships with residents fostering trust, mentorship and respect.
- Understand and identify resident specific needs with respect to abuse, addiction, learning capabilities, general health and mental illness.
- Access support and resources outside of Pan Am Place to assist residents with specific issues.
- Conduct initial intake assessments and subsequent assessments towards the “transition out” plan.
- Assist in the development and implementing of a “transition out” plan for each resident after the initial intake assessment.

Facility Specific Duties

The supervisor will assist Pan Am management with the following:

- Recruiting & management of volunteer staff.
- Develop a reporting structure to ensure residents’ needs are met and programming is being delivered as planned. Volunteer staff to include: kitchen management, employment and skills training, education advisors, youth supervisors and mentors.
- Manage operational aspects of the facility including ordering food and other consumable supplies, managing kitchen processes, supervising cleaning & laundry processes.
- Ensure mechanical and physical components of the facility are maintained and serviced.
- Organizing special training sessions for job skills development, kitchen and food prep workshops and other special needs.

Credentials/Experience

The preferred candidate will possess the following skills and abilities:

- 3-5 years of experience in a similar capacity responsible for youth-at-risk programming and housing.



- A designation, degree or post-secondary education in social work, counselling, youth justice, education or a recognized similar doctrine.
- The ability to supervise, direct and manage staff and volunteers and provide guidance respecting programming delivery.
- Experience managing a housing facility with multiple residents with a variety of needs.
- General understanding of budgets, financial management, cash flow and non-profit/charity business management.