

**Position:** Personalist Center Manager

**Up-Date:** September 2009

**Classification:** Exempt / Full Time

**Salary:** \$33,380

**Supervisor:** Systemic Change Program Manager

**Position Description:** Sisters Of The Road's Personalist Center Manager is responsible for ensuring that activities in the Personalist Center are conducted in a manner consistent with Sisters' philosophies of non-violence and gentle personalism, our community organizing model, and our systemic change approach. The Personalist Center Manager supervises the Personalist Center Assistant. This position ensures that Sisters' community has consistent outlets where they can be listened to and give input to our staff.

**Equipment:** Standard office equipment and commercial restaurant equipment

**Physical Tasks:** Ability to stand and walk for up to 3 hours at a time, lift and carry up to 25 pounds, and to climb a staircase.

**Skills/Experience:**

1. A deep understanding and commitment to the philosophies of non-violence and gentle personalism, to a community organizing model, and to a systemic change approach; plus ongoing study and practice in these philosophies, model, and approach; and ultimately the ability to mentor others in all four.
2. The ability to be self reflective and to share power with others.
3. Excellent interpersonal skills and the ability to build relationships with a diverse community.
4. The ability to provide and mentor leadership to a diverse community including listening and empowering others to create and implement solutions.
5. Understanding and commitment to working with issues of homelessness and poverty; personal experience of homelessness preferred.
6. Skills needed to supervise one staff position.
7. Good problem solving skills and the ability to make quick decisions.
8. An understanding and valuing of consensus decision making and an inclusive work environment.
9. Ability to thrive in a chaotic environment
10. Strong attention to detail with the ability to multi-task.
11. Basic reading, writing, and PC computer skills
12. The ability to effectively communicate both verbally and in writing and follow written and verbal directions.

**Responsibilities:**

1. Supervise (recruit, hire, orient, train, assess, coach and support) the Personalist Center Assistant.
2. Learn and practice Sisters' supervision policies and practices.
3. Build authentic relationships by communicating regularly with Sisters' staff, customers, and volunteers and with service partners and neighbors.
4. Facilitate conflict resolutions and interrupt violent behavior in and around Sisters.
5. Ensure smooth running of the Personalist Center including staffing, scheduling and support.
6. Ensure a monthly nonviolence training is conducted for Sisters' customers, volunteers and other interested parties.
7. Implement the elements of the Civil Rights Project that will take place in the Personalist Center.
8. Document the activities of the Personalist Center and keep Sisters staff and allies informed of these activities.
9. Participate full-time at the Systemic Change Operating Team, the all Staff meeting and trainings, and the Safety Committee. Participate as needed at the Café Operating Team.
10. Facilitate the development of opportunities and structures that allow effective participation in SOR operations by non-staff members, especially including opportunities for people who have experienced homelessness.
11. Oversee the clean up of the Personalist Center.
12. Oversee the organizing of all resources, information and displays in the Personalist Center.
13. Oversee the mail sorting and filing.
14. Manage all hygiene donations given to Sisters Of The Road. Ensure all donations are distributed to customers or appropriately distributed to other organizations.
15. Other duties as assigned.

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Staff Signature

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Date