

# Operations Manager — STARS Family Services (Wheaton, IL)

**Full-Time • Salaried • Faith-Based Nonprofit**

STARS Family Services (SFS) is a Christian nonprofit providing safe, supportive homes and life-enriching programs for adults with intellectual and developmental disabilities. We're seeking an Operations Manager who is passionate about mission-driven work and thrives in a collaborative, people-focused environment.

## About the Role

The Operations Manager supports daily operations across our residential homes, partnering closely with the Executive Director and leadership team. This role oversees staff scheduling, recruitment and retention, training coordination, and process improvement. Approximately 10 hours per week include direct service as a Life Skills Coach to stay connected to in-home operations.

## Key Responsibilities

- Manage and adjust staff schedules for homes and transportation
- Support hiring, onboarding, training, and staff development
- Coordinate staff meetings and organizational events
- Review timesheets and prepare payroll
- Assist with process improvements, communication systems, and forms
- Participate in weekend on-call rotation and fill in for LSC shifts as needed

## Qualifications

- Associate degree required; business or related field preferred
- 2–4 years of leadership or administrative experience
- Strong organizational, communication, and problem-solving skills
- Agreement with SFS's Statement of Faith and Standards of Christian Life
- CPR/AED certification (or willingness to obtain)
- Background and motor vehicle checks required

**Salary Range** \$ 43,000 to 50,000

If you're energized by serving others, building strong teams, and supporting a Christ-centered mission, we'd love to hear from you.