



## LAKE WALES CARE CENTER JOB DESCRIPTION

**POSITION:** Director of Leadership Development  
**EMPLOYEE:** TBD  
**EFFECTIVE DATE:** Spring, 2023

### REPORTS TO:

**RESPONSIBILITY:** It is understood that the employee shall have administrative responsibility including but not limited to:

### PROGRAM AREA RESPONSIBILITIES:

Care Corps Internships	College Academic Internships
Staff Leadership Development	Community Outreach & Development

### PROGRAM SPECIFIC RESPONSIBILITIES:

#### Care Corps Internships:

- Recruit young adults for Social Ministry – Leadership Development Program
- Cultivate relationships with applicable colleges, ministries and youth ministry networks
- Develop and maintain Program Activities including, but not limited to: (service experiences, leadership development, discipleship, individualized participant research projects, community engagement)
- Ensure program components including, but not limited to: (Housing, Scheduling, program supervision, field trips, team building experiences)
- Educate, train, and coordinate Care Center Program Staff on appropriate Intern activities within their respective programs.

#### College Academic Internships:

- Recruit students and respond to requests for college/university academic internships
- Cultivate relationships with applicable colleges and universities
- Ensure staff have appropriate credentials for each field of study
- Ensure program components including, but not limited to: (Scheduling, program supervision, supervision meetings and reporting)
- Educate, train, and coordinate Care Center Program Staff on appropriate Intern activities within their respective programs.

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### Staff Leadership Development:

- With Executive Director guidance identify staff for specific individual and group leadership development.
- Develop and ensure program components including, but not limited to: (book studies, coaching, mentoring, team building, individual development plans)

### Community Outreach & Development

- Develop and disseminate promotional material sharing the qualities of Care Center type cooperative, social ministry efforts for churches and communities.
- Explore, recruit and cultivate communities who desire and could benefit from a Social Ministry program or organization.
- Assess the role Care Center could and should have in coaching, guiding and developing such a program or organization in communities desiring our involvement.
- Guide the process of coaching and guiding, securing the involvement of the Executive Director and other staff as appropriate.

### SPECIFIC responsibilities shall include, but not be limited to:

- Provide support and organization of the Board Advisory Committees
- Make recommendations to Executive Director for staffing needs
- Manage, train and empower support staff
- Create, Maintain and secure Program Participant records
- Ensure program activity is consistent with Care Center mission and core values
- Recruit, train, direct and manage volunteers
- Ensure reporting of all program activities internally and to grantors
- Maintain strong networking relationships with local and county-wide social service and applicable ministry related organizations
- Other duties as assigned

### GENERAL responsibilities shall include:

- Communicate with staff and volunteers
- Assist with volunteer relations. Secure volunteers, acquaint volunteers with the overall ministry, provide training for specific areas of service, encourage, and minister to their needs
- Assist as needed and available with other Care Center programs
- Insure attendance and reporting at appropriate staff meetings

**ACCOUNTABILITY:** For general employee relations the employee is accountable to the Executive Director.

**AUTHORITY:** Full authority for items listed under "Responsibility" is given to the employee; however, he must operate within the established budget and mission of Care Center.

**HOURS:** Around 40 hours per week as scheduled

**MINIMUM QUALIFICATIONS:**

- Clear Level 2 background check.
- Bachelor's Level Degree in a related field of study (or equivalent experience). Master's Degree Preferred.
- Ability to effectively communicate verbally and in writing.
- Ability to proficiently use computer and general office / communication equipment.
- Demonstrate Spiritual Maturity with an assurance of Faith and ability to lead others in Faith development.
- Exhibit Emotional and Social maturity with an ability to interact and lead with diverse individuals and groups.
- Have strong Servant Leadership capabilities – able to lead both Program and People development.
- Understands and is personally committed by conviction and in practice to the Christian aims and ideals of Care Center as stated in the ministry Faith Statement, Mission Statement and Core Values.
- Agrees to fulfill the requirements for the position and to take seriously the responsibilities and special assignments for the position.
- Agrees to adhere to the general Employee Guidelines of Care Center as stated in the agency Employee Manual.

**TRAINING REQUIRED:**

- Agency Orientation including employee policies and program procedures
- CPR & First Aid
- Participate in regular safety training as scheduled
- Commit to continued learning in order to enhance areas of ministry responsibility (including, but not limited to: reading, research, exploring best practices and net-working)

**BENEFITS:** Medical, Dental, Vision, Short Term Disability, Basic Life Insurance, Retirement Contribution, and Paid Time Off