



LAKE WALES CARE CENTER JOB DESCRIPTION

POSITION: Director of Program Activities
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:

Emergency Services	Meals On Wheels
Transitional Housing	Life Skill / Job Coaching
Brain Cell	Free Clinic
Choices Pregnancy Program	Literacy Programs

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
- Provide oversight to directors/coordinators of all Program Activities
- Ensure quality services to program participants
- 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
- Promote program activities throughout the community
- 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 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