

PURPOSE OF POSITION

To serve the church by providing opportunity for and overseeing the discipleship, development, and training of guests in our center.

RESPONSIBILITIES

Overall

- Develop and implement a long term discipleship and development program alongside the WFHC Director.
- Work with the WFHC Director and the Social Enterprise Director to develop a social enterprise program for program students to partner in.
- Employ volunteers or team members to teach classes for the long term program.
- Work with Care Coordination to ensure that Wellness Wheel evaluations are being done in a timely manner.
- Work with Care Coordination to ensure the timely set-up of an initial counseling session for families.
- Work with students who are in need of completing their HiSET to ensure they have a set schedule and transportation to and from NALA if needed.
- Oversee students who are in Phase 1 in assigning chores and service areas in the afternoon.
- Assist the WFHC Director in completing random drug UA tests of all students.
- Work with the WFHC Director in job placement for each transitioning Phase 3 student in our long term program.

Weekly

- Meet with each student in our long term program for accountability on their responsibilities.
- Attend and help lead the weekly Student Meeting.
- Meet with the WFHC Director to develop and discuss goals for the program.
- Attend the weekly staff meeting.
- Work with the WFHC Director to ensure each student who is working is completing their financial accountability and tracking.
- Set up a schedule for Phase 3 students to lead devotion one day each week.

Daily

- Assist the WFHC Director with inputting data into Charity Tracker and the Mission Volunteer Tracker.
- Assist the WFHC Director with daily room checks and chore checklists for program students.
- Oversee all classes for Phase 2 and Phase 3 students.
- Assist with daily needs or issues that may arise.

ORGANIZATIONAL RELATIONSHIPS

- The Program Director reports directly to the WFHC Director. The Program Director would oversee the activities of all volunteers and staff members who work within our long term program.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Desire to develop relationships with program students.
- Ability to teach and lead.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- Public speaking skills.
- Ability to lead groups in special projects.
- A servant's conduct.