

PURPOSE OF POSITION

To serve the church through intensive discipleship of struggling converts.

RESPONSIBILITIES

- Embrace the vision of being the region's most successful privately funded, Christ-centered long term program for men.
- Evaluate interested candidates with an objective of inducting 6 students per quarter.
- Ensure students adhere to program expectations.
- Represent the program in community through occasional lunch/meetings and group presentations.
- Servant-lead staff responsible for student wellness, evening meetings, case management education (This would also include active involvement in hiring for these positions).
- Coordinate with other agencies for the overall benefit/success of each student including: Probation/Parole office, Court system, Hospital systems/Potential employers, Counselors and Housing providers.
- Measure Outcomes including: Educational progress, Character development, Improved physical wellness and Job and housing placement.
- Provide for each student/class: A safe, clean environment conducive for learning, a schedule that includes recreation and family visits as seen fit and tools required to succeed.
- Lead weekly staff meeting.
- Supervise staff and volunteers in key positions.
- Participate in the development of an annual budget and ensure department operate within budget.
- Participate in the development of annual goals and weekly follow up with the Director of Mission Operations.
- Ensure operational policies and procedures are up to date, communicated and implemented.
- Ensure weekly inventory and acquisition of supplies for ministry operations.
- Ensure the cleanliness and safety of the building and property.
- Work with staff to provide student character scoring weekly.
- Schedule and perform Forge promotions and graduation.
- Student portfolio's completed for each student before his practicum.

ORGANIZATIONAL RELATIONSHIPS

- The Forge Director reports directly to the Director of Mission Operations and the Executive Director and works alongside the Outreach Center Director, Care Coordination Director, Washington Family Hope Center Director, and the Maintenance Director.

JOB REQUIREMENTS

- Strong leadership with previous experience in a non-profit organizational leadership position.
- Strong organizational and communication skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Ability to lead groups in work projects.
- Ability to develop budgets and understand general financial statements.

- Strong writing skills and ability to speak publicly.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Review and explain the Forge orientation to new students.
- A servant's conduct.