



Job Description

Men's Ministries

Department: Men's Ministries
Position Title: Director of Men's Ministries
Employee Name:

JOB SUMMARY

The Director of Men's Ministries directs, manages and coordinates the Men's Ministries programs of Hope Ministries and its subsidiaries in accordance with the intent and directives found in its Articles of Incorporation, Bylaws, Statement of Faith, Mission Statement and Core Values. The Director of Men's Ministries is accountable to, and reports to, the Chief Program Officer.

RESPONSIBILITIES

Direct, manage and coordinate all Men's Ministries operations and programs.

Supervise and oversee, directly or indirectly, the activities and work performance of all Men's Ministries staff.

Assist the President in the preparation of the annual budget, and administer and oversee the Men's Ministries budget within approved parameters.

Insure accurate, appropriate and timely recordkeeping and reporting of all information as it relates to Men's Ministries.

Administer the Men's Ministries system of program evaluation.

Work in a spirit of cooperation and mutual assistance with all other staff members of Hope Ministries and its subsidiaries.

Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.

Support, communicate and implement Hope Ministries safety initiative among those who report to you.

Carry, maintain, and utilize a company-provided cell phone or smart phone to conduct the responsibilities of this position to include: being reachable during business and off hours during weekdays and weekends should the need arise and checking and responding to emails or text messages in a timely manner to ensure that priorities are met.

Other duties as assigned by the Chief Program Officer.



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QUALIFICATIONS

Spiritual Qualifications: Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless.

Education: B.A. degree or equivalent combination of education and experience in Human Services and/or Administration preferred.

Demonstrated organizational, written and verbal communication skills.

I understand and agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.

Reports to: Chief Program Officer

Salaried/Exempt x

Hourly/Non-exempt

Work Schedule: Monday through Friday 8:00 am to 4:30 pm and as needed to complete the requirements of the position.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____