

Director Carmi Compassion Center

JOB TITLE: Director

SUPERVISOR: Board Of Directors

The Carmi Compassion Center is a 50(c)(3) that relies on Community funding, grants and donations to operate. We work with families and individuals who live in the Carmi-White County school district. Our relationships with local organizations is essential to our ability to serve those most in need. The Carmi Compassion Center was founded in 2014 by local Churches and continues to exist as an extension of the work local churches do, by meeting physical needs of the Community at large.

GENERAL JOB DESCRIPTION

The Carmi Compassion Center exists to meet physical needs in the name of Jesus. Our Director is the face of our Mission and should be a representation of the Gospel in day to day work, by using the resources we have and will get to best serve those who come through our doors. The Director should be compassionate to others needs, and also discerning of how to use our funding and items to best meet those needs. The Director manages the day to day operation of the Center, including client intakes and outreach. He or she should work with technology that exists at this time to communicate the mission of the Carmi Compassion Center to the community at large. An Associates degree in Social work or an equivalent degree, OR 2+ years of experience in a Social service field or as a part of a Not for Profit Board is required to fill this position. The Director shall work a maximum of 25 hours a week, with work days currently set at Tuesday and Thursday in office,. Remote work or other work from home options are not available for this role. Pay will be based on Education and experience, and will meet federal and state requirements at all times. The Director should be able to communicate to the Board in a professional manner, and shall keep any and all client, board and Center related communication confidential unless otherwise directed or released. The Carmi Compassion Center Director will work as one individual, with assistance from the Board and volunteers, but he or she should be self motivated in completing day to day tasks. The ability to take direction from the Board and implement it is essential to this role.

MAJOR DUTIES AND RESPONSIBILITES

Running of the day to day of the Carmi Compassion Center which includes:

Reporting to the Board of Directors

Making sustainable Community connections for funding and volunteer efforts

Keeping track of the budget and expenses using Excel or other template

Organizing the Carmi Compassion Center's volunteer schedule

Making use of funds and resources of the Center. This task includes working with other local Organizations to allocate resources and advocate for the client's best interes

MINOR DUTIES AND RESPONSIBILITIES

Running of the day to day of the Compassion Center which includes:

Speaking at churches, or other Organizations to garner support for the Carmi Compassion Center

Represent the Carmi Compassion Center to the Community by being a Light for Jesus in your interactions with others

Schedule and make any payments necessary and allocate resources from the Carmi Compassion Center to the Community

Keep the Carmi Compassion Center clean, tidy and presentable

QUALIFICATIONS FOR THE JOB

Education:

Minimum of an Associates in Social work or related field from an Accredited university or 2+ year of related experience in Social Services Field

Experience:

Work in a Social Service or related Field

Board membership of 1+ year on a Non for profit

Other:

Problem- solving

Self starter

Professional and appropriate communi

KEY COMPETENCIES

Interpersonal Skills

Budgeting skills

Fundraising experience (not required, but helpful)

Time management

Supervisory or directorial skills

Responsible

PHYSICAL REQUIREMENTS

May be required to lift up to 25 lbs

Move items of heavy weight from one location to another often on shelving units

Walk up and down small steps with limited railing and across the Carmi Compassion Center building

Signature Approved By:

Date Approved:

Date Last Reviewed:

Last Reviewed By:
