

A Place of Peace and New Beginnings



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| <b>Job title</b>  | <i>Director of Programs</i> |
| <b>Reports to</b> | <i>Executive Director</i>   |

**Position Description:**

The Director of Programs is responsible for oversight of the Intake for Residents entering the residential shelter, Coordinating Community Programs and supervising volunteers.

**Roles and Responsibilities:**

- Conduct residential screening and Intake; complete initial paperwork and documentation as necessary.
- Meet residents' needs for clothing, toiletries, medication disbursement and transportation, providing proper documentation of distribution of those forms of assistance.
- Maintain residents' forms.
- Transport clients in the company vehicle as needed.
- Document all pertinent information while maintaining confidentiality within the agency guidelines.
- Maintain timely and accurate reports, statistics and documentation for all areas of responsibility as needed for grant funding.
- Maintain and secure all resident documents in a secured and locked location.
- Serve as the liaison for links to Community Services to include; Children Service Programs, Emotional Support Services, Legal and Social Service Advocacy, Household Establishment Assistance, Parenting Support & Education.
- Works with social, civic and local organizations to develop partnerships to develop and/or utilize volunteers.
- Develops and implements training programs/Orientation for all volunteers.
- Maintains updated records on all volunteers.
- Sets up and attends Volunteer Meetings.
- Develops and implements a yearly volunteer recognition program.
- Responsible for making the daily schedule for coverage in departments as needed.
- Implement goals and objectives which reflect the mission of the organization.
- Responsible for forms to document volunteer activities and hours.
- Orient volunteers to increase their understanding of the organization, its residents, its service and the role and responsibilities of volunteers.

**Minimum Qualifications:**

Qualifications include:

- Education - BS/BA in Business Administration, Human Resources, Social Services or relevant field.
- Skills - Proficient in all Microsoft Programs.
- Abilities - Ability to work well with a diverse group of staff and volunteers.
- Ability to effectively manage a wide array of tasks, projects and responsibilities.

**Job Type:**

Full Time.

**Salary**

Based upon experience.

**Direct reports**

Volunteers

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|-----------------------|------------------------|
| <b>Approved by:</b>   | <i>Kathy Suber</i>     |
| <b>Date approved:</b> | <i>January 1, 2020</i> |
| <b>Reviewed:</b>      | <i>January 1, 2020</i> |

Mail Resumes to:

Place To Prosper, Inc.  
P.O. Box 1451  
Covington, Georgia 30015