



Staff Ministry Position Description

Title: Director, Serenity Shelter
Department: Programs
Reports To: VP-Programs
Direct Reports: Administrative Assistant, Care Coordinators, Team Members, Volunteers, Interns
Status: Full time; exempt

Summary:

Serenity Shelter is a distinctively Christian residential recovery program for women seeking restoration from the effects of addiction, domestic violence, and/or homelessness. The incumbent directs all aspects of ministry, ensuring excellence in the delivery of services, quality of care, and the professionalism of staff and volunteers; ensures that biblical hospitality is exuded in a well-maintained, safe, and secure home.

Duties:

- Ensure the consistent application of program standards and guidelines, curriculum, and discipleship models.
- Participate in the selection of skilled staff and volunteers, and ensure targeted orientation. Provide training and direct supervision, along with constructive feedback and coaching. Ensure that each person fully understands their ministry role.
- Select, coach, and develop volunteer leaders in key support areas (mentoring, aftercare, prayer, etc.)
- Teach and facilitate within areas of personal expertise.
- Establish and direct a program of onsite transitional housing for up to 15 women as part of the Serenity model.
- Define, model, and coach others regarding appropriate boundaries for a supportive relationship in which the client can become more responsible.
- Ensure effective scheduling of staff, volunteers, and interns
- Interface with shared service resources (facilities, grounds, food service, accounting, people services)
- Manage fiscal budget and purchase decisions for Serenity
- Communicate effectively with other staff, both inside and outside Serenity; volunteers, donors, vendors, community resources, etc.
- Create and establish relationships with community agencies for networking to address clients' needs.
- Maintain necessary ongoing documentation essential to efficient service delivery and accomplishing of ministry purpose.
- Represent KARM appropriately to public, volunteers and clients.
- Model Christian conduct and behavior to clients, staff, volunteers and community.
- Represent the values and vision of KARM at all times

- Advise the VP-Programs of any major needs or issues associated with effective delivery of program services or operation of facility
- Perform other duties as assigned

Requirements:

- Commitment to Christian faith required; spiritually mature
- Commitment to KARM's mission and agreement with our statement of faith and guiding values
- MS or equivalent in social work, psychology, or other related discipline
- 5-7 years relevant residential experience
- Experience working with underserved population, particularly women, highly desirable
- 3-5 years management/supervisory experience
- Very strong boundaries and ability to coach and model to others
- Well-developed interpersonal and communication skills
- Ability to lead and work within a collaborative team environment
- Strong administrative and supervisory abilities
- Ability to maintain confidential information
- Ability to think strategically
- Working knowledge of community resources
- Ability to occasionally work flexible hours

Working Conditions:

- Office setting
- May require local travel and appropriate outreach to community and clients
- Flexibility in attending service events and other opportunities offered by ministry