

Community of Hope Program Director Job Description

Administration

- Report to Community of Hope board of directors by attending board meetings and presenting requested reports
- Meet with board liaison quarterly or as needed
- Select mentors to recommend to the board
- Lead quarterly meetings with Mentor team
- Maintain program records at Jubilee Mennonite Church
- Oversee management of the Community of Hope website
- Complete duties assigned by board of directors
- Assign responsibilities to Mentors or Student Volunteers as needed
- Meet annually with board representatives for program evaluation and possible contract renewal

Program Development and Implementation

- Lead development of program and services
- Develop and maintain relationships with community partners
- Collect evaluations of all training events from student volunteers
- Direct publicity and public relations
- Schedule all mandatory program events (including orientation, end of year celebration, exit interviews, and a minimum of three training events)
- Create events to meet the needs of student volunteers
- Report all scheduled events to the board of directors
- Coordinate annual student recruitment process and applicant interviews
- Support and monitor student volunteers in attaining required volunteer hours
- Address problems that arise among student volunteers, mentor team, or community partners and notify the board as necessary
- Maintain contact with parents/guardians of student volunteers as needed
- Maintain contact with student volunteers from previous years, updating contact info as needed
- Oversee the program event budget

Compensation

- \$3,400 annual stipend, paid monthly (Note: The above duties are expected to require an average of about 8 hours per week. The stipend is intended to compensate for 6 hours per week, and the director is expected to donate about 2 hours per week in keeping with the spirit of the program.)
- \$500 annual mileage stipend, paid quarterly
- Receipts for reimbursement are to be submitted by the 15th of each month and paid at the end of each month

Community of Hope
 812 28th Ave.
 Meridian, MS 39301
 601-693-8073

Community of Hope Program Director Application

*PLEASE RETURN APPLICATION AND RESUME BY **OCTOBER 16, 2020**
 VIA EMAIL TO BOARD PRESIDENT SUZANNE OPEL AT suzanne.opel@gmail.com*

PERSONAL INFORMATION

Date of Application ___/___/___

Name: (Last, First, M) _____ Male ___ Female ___

Permanent Address: _____

Current Address: _____

Home Phone (____) _____ - _____ E-mail address: _____

Cell Phone (____) _____ - _____ Social Security Number: _____

Date of Birth ___/___/___

*Note: A background check will be conducted as part of the hiring process.

Faith Affiliation

Current Church: _____ Pastor: _____ Phone: (____) _____ - _____

Church Phone: (____) _____ - _____

EDUCATION AND WORK EXPERIENCE

*****Please submit a resume with your application, including three references with contact information.***

College(s) Attended: _____

Degree(s) Attained: _____

Please list any **previous** or **current** jobs you have held or are holding below:

Employer	Position Held	Start and End Dates	Phone Number

PERSONAL JOURNEY

As a Christian ministry, Community of Hope invites applicants who have committed to following Christ to show God's love by exemplifying a Christ-like lifestyle. *Prayerfully answer these questions on a separate piece of paper (preferably typed) and include with your application.*

1. Describe any previous experience working with youth.
2. List in order of relevancy any specialized training, certifications, or leadership situations which may be helpful in the position(s) you are applying for.
3. Describe two of your abilities and two of your limitations. How might each of these impact your work at Community of Hope?
4. Briefly tell us about your personal Christian journey.
5. While working at Community of Hope, you will have many opportunities to share the love of Christ with the students. What are some specific actions you might use to let students know they are loved by God?

ADDITIONAL INFORMATION

Criminal Record:

1. Have you ever been convicted of a felony or misdemeanor, or plead no contest in a felony, other than a minor traffic violation?
Yes ___ No ___ If yes, explain on an attached piece of paper.
2. Have you ever been accused or convicted of physically or sexually abusing a child?
Yes ___ No ___ If yes, explain on an attached piece of paper.

Harassment: Community of Hope's policy prohibits all forms of harassment. Have you ever been accused of any type of sexual, racial, religious, or other harassment?

Yes ___ No ___ If yes, explain on an attached piece of paper.

(Note: A prior accusation or criminal record is not an automatic bar to employment. The situation will be evaluated by the Board of Directors before any decision is made.)

Social Media: Please list the usernames or web addresses of social networking accounts you utilize.

Facebook: _____ Twitter: _____ Instagram: _____

I authorize Community of Hope to investigate all statements herein, including but not limited to criminal background, SSN, and child abuse checks. By signing below, I affirm that all application information is true and accurate. I understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the organization.

Signature: _____ Date: _____

If you have questions about employment with Community of Hope, please contact Suzanne Opel at 601-616-9709 or suzanne.opel@gmail.com.