

Fort Bend Care Center
Part-time Program Director Job Description

August 29, 2018

Personal Requirements

1. A growing committed Christian who demonstrates maturity in personal and family life.
2. Holistic mission minded.
3. Believe in and promote Fort Bend Care Center mission and values; passionate in mobilizing people to transform community wellness.
4. Able to work with people from diverse background
5. Community leadership, social work, and/or management experience preferred.

Functions

1. Develop and promote Care Center services in the community
2. Direct weekly programs (two days per week) as assigned
3. Maintain volunteer and client database
4. Maintain website and e-newsletter update
5. Direct administrative tasks
6. Care for clients and provide resource referral
7. Coordinate with volunteers, community groups & vendors for partnership
8. Recruit and develop volunteer teams
9. Attend training on community development and offer trainings for volunteers
10. Represent Care Center in external meetings and stakeholder engagement

Weekly Time Commitment

(10 – 15 hrs/week)

1. Provide program supervision during Care Center opening hours (2 days/week, 6-8 hrs)
2. Coordination and client care (2-4 hrs)
3. Meeting with Care Center staff, other organization or volunteers as scheduled (1-2 hr)
4. Network and community engagement (1-2 hr)
5. Provide trainings and mentorship as planned
6. Attend training as scheduled

*The Job Description is subject to change as the needs and requirements of the job change