

Job Description: Life Skills Program Director

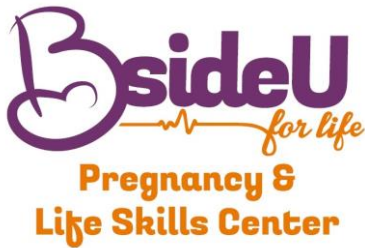
Job Title: Program Director

Reports To: Executive Director

Reporting to the Executive Director (ED), the Program Director is responsible for ensuring seamless team management and development, program delivery, and quality control and evaluation in all aspects of the life skills and discipleship ministry of BsideU for Life. In this role, the Program Director will manage a growing staff of seven, plus a varied group of volunteer program providers (such as Bible Study teachers, life-skills teachers, GED Tutors, and Childcare workers). Along with the Executive Director, Community Outreach Coordinator, and Volunteer Coordinator, the Program Director will be one of the key representatives of the life skills and discipleship ministry of A Choice for Life, Inc. in the community.

Requirements and Qualifications:

- Minimum of a BA, MA preferred
- At least 5 - 10 years of experience with three of those in a team management role
- Demonstrated success developing and evaluating program models, and selecting and successfully implementing programs for at-risk clients and their families.
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Project management skills and/or team management skills to bring resulting in measurable successes and program growth serving women and children in a ministry or educational setting.
- Wisdom in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams and students, empowering them to elevate their levels of responsibility, span-of-control and performance.
- Understanding of human resources, employee performance improvement plans, and corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Expresses full agreement with AWC's statement of Faith and Mission Statement.
- Complies with the policies and procedures of AWC.
- Is dependable, stable, and capable of following through on commitments.
- Is compassionate towards and has a sincere desire to reach out to women seeking the services provided at AWC.

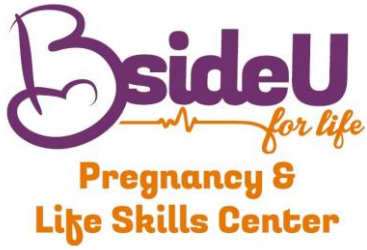


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- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
- Respects confidentiality.

Responsibilities:

1. Oversee all discipleship, life-skills, and educational programming at BsideU for Life.
2. Oversee scheduling of programs and classes with instructors and clients.
3. Manage classroom and computer lab resources with the goal of ensuring efficient space and resources, and access to services for clients accessing life skills, education, and discipleship services.
4. Develop and implement strategies that will maximize client success among programming and class options.
5. Identify and ensure that adequate and appropriate resources are available for each program to ensure that the successful completion of the program is achieved and the clients' needs are met.
6. Introduce clients to programs and classes offered and direct them to appropriate program and/or class through regular orientation class.
7. Provide personnel supervision of all staff involved in life-skills, discipleship, educational and counseling programs in order to encourage their best delivery of services.
8. Share ministry goals with staff and volunteers and seek new ways of achieving these goals.
9. Work in cooperation with other staff members to develop, maintain, review and update programs and procedures.
10. In conjunction with Volunteer Coordinator, develop orientation and on-boarding of volunteers, and develop meaningful ways to encourage and motivate consistent and enthusiastic volunteer integration and engagement. {{dormant – no real volunteer engagement on Life Skills side of the ministry currently}}
11. Work with staff to develop operational guidelines and objective performance measurements across programs, to ensure consistent, high-quality evaluation and goal setting for clients and, where appropriate, staff.
12. Continuously evaluate the total program and make recommendations to Executive Director and leadership team regarding the continuance of existing programs and the need for new programs.
13. Assist in recruiting, hiring, and overseeing the training and orientation of all staff members.



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The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

Date

____/____/____