



Youth Challenge of Hampton Roads Women's Home

JOB OPENING: WOMEN'S HOME DIRECTOR

DATE POSTED: March 18, 2017

JOB TYPE: Full-Time

REPORTS TO: Executive Director

JOB DESCRIPTION:

INTRODUCTION

The Women's Home Director will direct and oversee the activities of the Women's Home, in compliance with the established policies of Youth Challenge of Hampton Roads (YCHR).

QUALIFICATIONS

Professional

1. A woman, in harmony with the YCHR mission and core values.
2. Minimum of a high school diploma. Bachelor's Degree in Ministry, Human Services, or Counseling preferred
3. Previous experience with YCHR "like" ministry or working with women who have life controlling issues preferred.
4. Proven ability to work with a team and able to manage a staff of 3-5 staff members.

Spiritual

1. Firm understanding of the Holy Bible and application of it's principles to every day life.
2. Seasoned, mature Christ follower, possessing a spiritually disciplined life.
3. Able to teach.
4. Able to represent the ministry in the community
5. A woman of God, called and equipped by God to serve in this ministry

DUTIES & RESPONSIBILITIES

1. Shall have general oversight of the Women's Home in all its various functions.
2. Shall be responsible for the assignments of duties, orientation and training of Women's Home staff and volunteers under the guidance of the Executive Director
3. Shall establish the Women's Home calendar and student schedules in coordination with the overall ministry.
4. Shall establish the Women's Home staff schedules and keep employee files up to date according to established procedures and using standard forms.
5. Shall maintain all student files according to YCHR policy

6. Shall assist in public relations, fund raising efforts, and guest speaking as requested and approved by Executive Director
7. Shall oversee the maintenance of the center facility, grounds, vehicles, and YCHR equipment. Must gain approval of Executive Director for any outside services used to provide any needed maintenance.
8. Shall be responsible for the overall atmosphere of the Women's Home, and oversee the discipline process for all students and staff members alike.
9. Shall oversee the curriculum, groups, classes, etc. and work closely with Education Director in regard to the same.
10. Shall perform other duties, as requested.

SALARY

Consistent with experience, keeping in mind that YCHR is a small non-profit. Live in housing may be considered.

IF INTERESTED IN THIS POSITION

1. Submit resume and to travis.hall@youthchallengehope.org or mail to:
YCHR
Attn: Travis Hall
332 34th Street
Newport News, VA 23607
2. Call (757) 244-1234 to schedule an interview.