

Job Title:	Director, Good Shepherd Community Center	Job Category:	Salary/Exempt
Location:	Mosses, Alabama	Travel Required:	Yes
Salary:	Commensurate with qualifications & experience	Position Type:	Full-time

JOB DESCRIPTION: The Director of the Good Shepherd Community Center is responsible for the day-to-day management of the Center, ensuring that internal programs and external partners are engaging with the Center in the spirit of the Missions and for the purposes for which it was intended. The Director reports to the Chief Innovation Officer & Vice President, Program Integration.

ROLES AND RESPONSIBILITIES:

- **Strategy and Planning**
 - Participate in weekly Program Managers meetings
 - Develop and regularly update strategy for the Center to become and remain a vibrant community resource for those in need
 - Develop annual goals and plans for implementation of the strategy, with associated reporting metrics
 - Identify and develop innovative ways for the Center to better serve the poor
 - Monitor, and adjust as necessary, programmatic strategy of the Center to ensure it remains similarly aligned with the Missions’ programmatic strategy in Selma
 - Develop, maintain, and report on annual GSCC budgets and Grant Funding specific to the Center
- **Management**
 - Scheduling
 - Create and maintain all program schedules for the Community Center, coordinating as appropriate with other Missions’ Program Managers
 - Maintain staff schedules to ensure proper coverage of center at all times
 - Coordinate Schedule for any alternate location instruction to be performed GSCC staff
 - Troubleshoot and resolve any scheduling conflicts
 - Infrastructure
 - Work with buildings and maintenance to ensure the upkeep of the building and all associated grounds, equipment and vehicles
 - Ensure security of the building and personnel and visitors

- Policies and Procedures
 - Develop and enforce policies and procedures for individual and outside use of the Center including but not limited to registration, behavior, and discipline
 - Develop and oversee policies and procedures for partnerships between outside organizations and the Center
- Performance
 - Develop and maintain performance indicators for the Center relative to its goals and the purposes of the Missions
 - Ensure that program registration and program attendance is entered in the Apricot System for the Center and the purpose of program performance reporting
 - Ensure data and inventory integrity of Market Software (PantrySoft) for client and product reporting
 - Regularly provide performance analytics to the Senior Management team
 - Provide a formal quarterly and annual report to the President/CEO on Center use and program content and quality
- Programs
 - Work with the Chief Innovation Officer & VP, Program Integration, and Program Managers to ensure that all program use of the Center is efficient and high quality
 - Oversee staff with daily operation of the food market and its clients
 - Maintain good relationship with Farmers sources for the food market, and oversee weekly ordering of produce for market.
 - Ensure Food Market is stocked with all products for daily operations, including overseeing shopping, ordering and food pickup.
 - Facilitate, organize and lead the Senior Program at the center. To include development of activities, field trips and partnerships with outside organizations
 - Serve as mentor and role model to staff and youth
 - Work closely with the Education Coordinators for all youth programs at the Center
 - Develop and implement plans for program participation growth
 - Continual presence in the building during program hours
- Community Relations
 - Build the presence and recognition of Edmundite Missions broadly in the areas served by the Community Center
 - Recruit, vet, and train staff and volunteers
 - Serve as external face of the Center, maintaining and strengthening local relationships
 - Identify and pursue opportunities for community partnerships that align with Center goals and strategy, and Missions programming
 - Create, structure, and Chair a Community involvement when necessary

Other duties as assigned.



Supervisory Duties

- Program Assistants, teachers, coaches, instructors and volunteers
- Maintain scheduling and timecard management of center staff

KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings
- Understanding of and commitment to the concepts of “ministry” to the disadvantaged
- Team-oriented philosophy of work and management

KEY SKILLS AND PREREQUISITES

- Mastery of all Microsoft Office applications
- Familiarity with registration and inventory databases
- Excellent verbal and written communications skills
- Flexibility; ability to work periodic evenings or weekends as needed
- Minimum 5 years’ experience in equivalent community center or other community facility program and management role
- BA preferred
- Possess a valid driver’s license
- COVID-19 vaccination required
- Willing to submit to a background check

Email resume to hr@edmunditemissions.org or apply in person at 1002 Minter Ave, Selma, Alabama.