

DEADLINE: **Open Until Filled**
TITLE: **Director of Community Center**
DEPARTMENT: **Community Center Ministry**
REPORTS TO: **Executive Director**

SUMMARY OF POSITION

Incumbent is responsible for the supervision, administrative control and promotion of the Mission's Community Center Ministry.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Supervises all Community Center staff and maintains effective administrative control of Community Center Ministry operations.
2. Develops and implements Christ-centered programs designed to meet the needs of inner-city youth, families and community and monitors these programs for continuing effectiveness.
3. Ensures the overall order, security, safety and cleanliness of the Community Center and maintains an atmosphere which conveys the love of God to all program participants, staff, volunteers and visitors.
4. Provides for effective orientation and supervision of volunteers working for the Community Center Ministry.
5. Represents the Mission by serving as a spokesman on behalf of its Community Center Ministry at churches, public meetings, media interviews, civic clubs and in relations with the Board of Directors.
6. Maintains files required to document operations of the Community Center Ministry and submits timely reports as may be required by Mission management.
7. Organizes and develops community partner activities, that includes activities such as Holiday Food Distribution, Coat Distribution and all other partner organization activities that cultivates and strengthens community relationships.
8. Assumes other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a Biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, Core Values and Narratives, and the Mission Statement.
3. Committed to the cultivation of a greater sense of community and serving the poor and homeless throughout the Harrisburg area.
4. Presents a history of stable and responsible employment.
5. Possesses an Associate Degree or an equivalent level of formal education.
6. Has at least two years of experience in administering Christian Youth and Community Center Ministry operations.
7. Possesses effective oral and written communication skills.
8. Possesses the ability to work effectively with co-workers, subordinates, volunteers, Board members and potential benefactors of the Mission's Community Center Ministry.
9. Obtains all required State and Federal Background Clearances.
10. Possesses a valid PA Standard Driver's License with a satisfactory driving history.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands for moderate periods of time, bends, lifts, walks a moderate amount, and climbs stairs throughout the building extensively during working hours. Interacts with guests, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset guests or visitors, etc. under all conditions/circumstances. May be exposed to infectious conditions including exposure to the AIDS and hepatitis B viruses. May be required to work extended periods of time at a computer.