

JOB DESCRIPTIONS

Last Updated: 10/27/2016

Board of Director Job Descriptions

The Hope Center

Job Description

Chairman of the Board of Directors

Overall Responsibility

The Chairman will preside over all meetings of the Chapter and the Board of Directors. The Chairman will be the principal executive officer of the chapter and, subject to the control of the Board of Directors, will supervise and control the business and affairs of the chapter, and perform all duties related to his office. In addition, the Chairman will have authority to appoint members to the committees of the Chapter in accord with the Chapter's bylaws.

The Hope Center

Job Description

Vice-Chairman of the Board of Directors

Overall Responsibility

In the absence of the Chairman, the Vice-Chairman will preside at meetings of the Chapter and the Board of Directors. He shall assist the Chairman in the general supervision of the organization and shall perform such other duties as may be assigned to him.

The Hope Center

Job Description

Secretary of the Board of Directors

Overall Responsibility

The Secretary will, in the absence of the Chairman and Vice-Chairman, preside at meetings of the Chapter and Board of Directors. The Secretary shall keep a true record of the meetings of the Chapter and the Board of Directors, be custodian of all official Chapter records, ensure that all notices are duly given in accordance with the provisions of the bylaws and as required by the law, and perform all duties incident to the office of Secretary.

The Hope Center
Job Description
Spiritual Advisor of the Board of Directors

Overall Responsibility

The Spiritual Advisor is responsible for regular Bible study by the Board and in meetings of volunteers. He is to assure the proper spiritual motivation of the Chapter's activities, especially fundraising activities. He is to assure that new endeavors reflect the Chapter's mission statement.

The Hope Center
Job Description
Director of Finance of the Board of Directors

Overall Responsibility

The Director of Finance will oversee the receipt and disbursement of all money and property given to the Chapter and deposit such money in a depository designated by the Board of Directors. The Director of Finance will present a financial report at each meeting of the voters' assembly and the Board of Directors; prepare, manage and oversee the annual budget; oversee the activities of the Treasurer; arrange for an annual audit; and perform other duties incident to the office of Director of Finance.

The Hope Center
Job Description
Member At Large of the Board of Directors

Overall Responsibility

The primary role of Member at Large is to become familiar with the operations of the Chapter Board of Directors. The Members at Large will assist the Chapter Chairman in achieving Chapter goals and effecting policies and/or decisions made by the Chapter Board of Directors. s to administer the counting and depositing of all receipts, the acknowledgement of all gifts, and the accurate recording of donor gifts. The Financial Secretary will be responsible to the Treasurer.

Operations Staff Job Descriptions

The Hope Center Job Description Director

Overall Responsibility

To supervise and monitor the day-to-day operations of The Hope Center.

Essential Duties

- Schedule monthly Operations Staff meetings
- Prepare agenda for monthly Operations Staff meetings
- Lead monthly Operations Staff meetings
- Provide reports to the Board of Directors as requested
- Attend Board of Directors meetings
- Oversee the efforts of all Operations Coordinators and Volunteer staff
- Prepare and submit quarterly statistics to Christian Life Resources on time and on a quarterly basis

The Hope Center Job Description Treasurer

Overall Responsibility

To supervise, monitor and transact all outgoing financial activities of The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Monitor and oversee the expenditures of The Hope Center
- Keep records of expenditures in Excel spreadsheet
- Prepare an annual budget
- Prepare monthly reports for the Board of Directors of the financial status of The Hope Center
- Check weekly at The Hope Center for bills and pay in a timely manner
- File necessary reports with the State and Federal Tax Departments
- Perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned

The Hope Center
Job Description
Financial Secretary

Overall Responsibility

To supervise, monitor and transact all incoming financial activities of The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Monitor and oversee the revenues of The Hope Center
- Keep records of revenues in Excel spreadsheet
- Work with Treasurer to prepare an annual budget
- Administer the counting and depositing of all receipts
- Acknowledge all gifts
- Check weekly at The Hope Center for receipts
- Perform all duties incident to the office of Financial Secretary and such other duties as from time to time may be assigned

The Hope Center
Job Description
Volunteer Coordinator

Overall Responsibility

Recruitment and training of volunteer (unpaid) staff of The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Recruit new Volunteers
- Train new Volunteers
- Maintain Volunteer schedule
- Maintain appointment binder
- Schedule, prepare agenda for and lead monthly volunteer meetings
- Maintain project cards on bulletin board

The Hope Center
Job Description
Fundraising/Special Events Coordinator

Overall Responsibility

To oversee all fundraising and special events for The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Coordinate all fundraising efforts
- Coordinate all special events
- Maintain fundraising guidelines
- Coordinate fundraising and special events volunteers

The Hope Center
Job Description
Marketing/Communications Coordinator

Overall Responsibility

Perform all marketing and communications efforts of The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Coordinate all marketing and communication efforts
- Maintain website
- Prepare monthly newsletter
- Coordinate marketing and communications volunteers
- Communicate with congregations, clients and donors

The Hope Center
Job Description
Client Services Coordinator

Overall Responsibility

Oversee the different client services offered at The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Oversee client services offered (i.e. childcare, transportation, Food Pantry)
- Performs background checks on all Operations Staff and volunteers
- Arranges for any necessary training for the client services (i.e. CPR)
- Coordinates all client services volunteers

The Hope Center
Job Description
Supply Coordinator

Overall Responsibility

Maintain stock of The Hope Center.

Essential Duties

- Reports to Director of The Hope Center
- Oversees the stock of diapers, hygiene supplies, cleaning supplies and paper products
- Oversee participation in the Diaper Bank
- Coordinate with Fundraising/Special Events Coordinator when supplies are running low
- Purchase additional supplies when necessary
- Maintain project cards on bulletin board

Volunteer Staff Job Descriptions

The Hope Center Job Description Office Staff Volunteer

Overall Responsibility

Perform office duties at The Hope Center.

Essential Duties

- Reports to Volunteer Coordinator of The Hope Center
- Be present at The Hope Center for designated shift(s)
- Answer phone calls and record information in Call Log
- Replay and respond to messages on the answering machine and record information in Call Log
- Make appointments
- Meet with clients to register them as new clients, deliver material assistance and provide spiritual counseling
- Communicate with Coordinators regarding client needs
- Must have basic knowledge of computers and answering machines
- Must complete training, pass a background check and attend monthly volunteer meetings

The Hope Center Job Description Drivers

Overall Responsibility

Use own vehicle to transport clients to and/or from appointments or other destinations or deliver Food Pantry bags or other material assistance.

Essential Duties

- Reports to Volunteer Coordinator of The Hope Center
- Notify Volunteer Coordinator of hours of availability
- When scheduled, drive client to/from their destination.
- Must complete training, pass a background check and attend monthly volunteer meetings
- Must carry minimum car insurance
- Car seats will be required to be provided and installed by the clients.

The Hope Center
Job Description
Childcare Provider

Overall Responsibility

Provide relief to parents in need of time to accomplish tasks that will renew their energy for parenting.

Essential Duties

- Reports to Volunteer Coordinator of The Hope Center
- Notify Volunteer Coordinator of hours of availability
- Provide a nurturing, Christian environment
- Tend to the safety and supervision needs of children ages 0-12 years
- Plan and participate in age-appropriate activities
- Have the ability to apply appropriate redirection and behavior intervention as needed
- Childcare is provided at The Hope Center
- Must complete training, pass a background check, and attend monthly volunteer meetings

The Hope Center
Job Description
Mentors

Overall Responsibility

Provide one-on-one guidance to individuals who are in need of a “friend.”

Essential Duties

- Assist individuals to work toward future goals and accomplishments
- Act as an ear to listen or shoulder to cry on while sharing Christian love and support
- Must complete training, pass a background check and attend monthly volunteer meetings