



Adult & Teen Challenge Society of BC
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Start Date: Aug 11, 2022	Close Date: Open until filled
Position Title: Centre Director	Date of Job Description: May 24, 2022
Position Type: Full-time, 42.5 hours/week	Driver Licence Required: Yes
Location: 4550 Glenmore Rd Lake Country	Classification: Management
Contact: Janalyn Oige	How to apply: email resume and cover letter to Janalyn Oige
Email: janalynoige@teenchallengebc.com	Criminal Check Required: Yes
Credentials: 3 plus years leadership or management Required.	Salary Range: Negotiable, based on previous experience

Primary Purpose: This full-time, highly administrative job has a primary purpose to oversee and manage the Okanagan Men’s Centre.

Primary Responsibilities:

1. Create and manage staff scheduling.
2. Manage and give direction to the OMC Program Manager, Social Enterprise, Program Staff & Volunteers, including annual performance reviews. Train all department leaders in their respective rolls. Must coach and maintain staff development in those areas.
3. Create the off & on-site student Work Therapy schedule Monday-Friday with the Business Development Director.
4. Maintain relationship with employers, do spot checks at work sites and invoice employers. Ensure that all Work Safe BC requirements are being followed at all worksites.
5. Responsible for managing the Vehicle Donation Program. Recycling vehicles, selling vehicles, updating and keeping the proper paperwork, ensure each donor gets a charity donation receipt. Maintain VSA licensing.
6. Assist the Executive Director in executing events and new areas of development.
7. Responsible for collecting and disposing of donated items.
8. Manage revenue and expenses for the Okanagan Men’s Centre. Monthly Bank Deposit
9. Oversee the Okanagan Men’s Centre facility.

10. Oversee all departments within the residential program. Ensure departments have all the tools and information required to be successful.

a. Program Department

b. Food Service

c. Social Enterprise

d. Counselling

e. Surge Progress

11. Ensure staff and student procedures and policies are enforced and mandated. Communicate any changes to the program to the appropriate department leaders.

12. Schedule and host weekly program meeting.

13. Manage and update online staff training sites. Assign courses and follow up with participants to ensure proper staff training. Send reports to Executive Director upon request. (The Bridge)

14. Maintain accreditation standards as set forth by Assisted Living & ATC USA national office.

Secondary Responsibilities

1. Assist the Centre Director with decisions & execute plans regarding 4355 McCoubrey Rd.

2. Create and update all centre job descriptions as needed.

3. Plan, execute and manage all student graduations, family days and other events as required.

4. Create progress reports and pre-sentence reports for the courts upon request.

5. Other duties as assigned.

Schedule: Must be flexible with scheduling. May be required to take calls on evenings and weekends.

Qualifications:

1. Must have level 5 leadership potential. Builds enduring greatness through a blend of personal humility and professional will.

2. Must be able to effectively minister to all staff and students.

3. Must have a working knowledge of the Bible, biblical principles, and Christian mentoring.

4. Must have a working knowledge and be able to teach and train other in all departments and their respective areas.

5. Must have strong administrative & communication skills.

6. Must be able to handle staff and student dynamics. Must be able to resolve conflicts in a biblical manner.

7. Must agree to the lifestyle & morality code of conduct and statement of faith.

8. Must have valid class 5 drivers licence.