

JOB POSTING:
CENTRE DIRECTOR: Chilliwack Men's Centre

Start Date: As soon as a candidate is selected.

Date of Job Description: April 2024

Department: Residency Discipleship Program

Classification: Management

Hours: Full-time, 40 hours/week

Salary: Negotiable

THE ORGANIZATION:

Adult & Teen Challenge Society of British Columbia (ATCBC) is a one-year discipleship program for men and women struggling with a life controlling issue.

Incorporated in 1964, ATCBC has grown to 3 residential centres plus an additional piece of raw land for a 4th centre, 3 second stage facilities, 4 community offices and 2 fast food franchises. In addition, ATCBC has accreditation with ATC USA and is a part of a network of Teen Challenge's reaching into 135 countries.

JOB SUMMARY:

This full-time, highly administrative position has the primary purpose to oversee and manage the Chilliwack Men's Centre. Duties may vary at different centres.

PRIMARY RESPONSIBILITIES:

Staff Management and Development:

- Create and manage staff scheduling.
- Manage and give direction to the CMC Program Manager, Social Enterprise, Program Staff, SYS, ELP (EMERGING LEADERS PROGRAM) Students & Volunteers, including Annual Performance Reviews. Train all Department leaders in their respective rolls. Must coach and maintain staff development.
- Train all department leaders in their respective rolls. Must coach and maintain staff development in those areas.
- Schedule and host weekly Program meetings.
- Manage and update online staff training sites. Assign courses and follow up with participants to ensure proper staff training.

- Oversee all departments within the Residential Program. Ensure departments have all the tools and information required to be successful: Program Department, Food Services, Social Enterprise, Counselling, Emerging Leaders Program progress.
- ☐ **Fiscal and Fundraising:**
 - Pursue new sources of funding for operations and special projects for the Centre.
 - Steward donors and develop strategic plan for new donor/community partner acquisition.
 - Assist the Officer Team in executing events and new areas of Development.
 - Manage revenue and expenses for the Chilliwack Men’s Centre.
 - Responsible for collecting and disposing of donated items.
- ☐ **Church services and Community presentations:**
 - Speak at scheduled events & church services, as needed, where Adult & Teen Challenge is featured.
 - Oversee the Chilliwack Men’s Centre facility and maintenance.
- ☐ **Work Therapy | Social Enterprise:**
 - Create the off & on-site student Work Therapy schedule Monday-Saturday, in collaboration with the Business Development Director.
 - Maintain good working relationship with employers, do spot checks at work sites and invoice employers. Ensure that WorkSafe BC requirements are being followed at all worksites.
 - Oversight of Social Enterprise production, providing direction and needed resources.
- ☐ **Policies and Procedures:**
 - Ensure that all staff and student mandated policies and procedures are enforced and carried out with excellence. Communicate any Program changes to the appropriate department leaders.
 - Follow all VDP policies and regulations set out by ATCBC, VSA (Wholesale Dealers License) and our partnering contractor, Your Choice to Donate.
 - Maintain compliance to Provincial Regulations and Accreditation Standards as set forth by ATCUSA National Office and Assisted Living Registry, respectively.
 - Ensure completion of student intake documents, medication logs, call logs, counselling entries, monthly reporting, discharge reports, surveys, and other documents as needed.
 - Monthly reports to CEO, with regularly scheduled meeting, as determined.

SECONDARY RESPONSIBILITIES:

- Plan, execute and manage all student graduations, family days and other events as required.
- Create progress and pre-sentence reports for Courts, upon request.
- Process, contact and review all new job applicants or volunteers for the Residential Program. Inform Officer Team of potential hires in advance of interviews. CEO to approve hiring.
- Other duties as assigned.

QUALIFICATIONS:

1. Must be a mature Christian with demonstrable leadership capabilities.
2. Must have desire and capacity to be a life-long learner, and to train and empower others.
3. Must have employment and/or volunteer background working with public and/or disadvantaged people, preferable in leadership capacity. Must also have experience in various areas of Christian ministry.
4. Must demonstrate ability to effectively lead themselves and others, modelling accountability and integrity. An Ideal Team Player (Humble, Hungry, Smart)
5. Must have a working knowledge of the Bible, biblical principles, and Christian mentoring.
6. Must have effective communication & administrative skills.
7. Must be able to resolve conflicts in a biblical manner.
8. Must agree to the Lifestyle & Morality Code of Conduct and Statement of Faith.
9. Must have valid class 5 Driver's Licence.

Schedule: Must be flexible with scheduling. May be required to work evenings and weekends.

Work Environment: Primarily working from 4166 Eckert Street, and home as needed.

HOW TO APPLY:

Please submit your resume and cover letter with salary expectation by email to aappenheimer@teenchallengebc.com with **APPLICATION Centre Director: Chilliwack Men's Centre** in the subject line.

Applicants are to clearly demonstrate how they satisfy the qualifications in regard to the Primary Responsibilities in their cover letter. Only those selected for an interview will be contacted.