



Adult & Teen Challenge Society of BC
 Box 2095 STN A
 Abbotsford, BC V2T3X8
 T:604.575.3930
 F:604.575.3903
 contact@teenchallengebc.com

JOB DESCRIPTION: CENTRE DIRECTOR

Purpose: To oversee and manage the Residential Discipleship Program at the Okanagan Men's Centre. This position is highly administrative and involves operational and program functions which require direct communication and work with staff and students on campus.

RELATIONSHIPS

Supervisor: Reports to the CEO.
Collaboration: Regional Development Director and Lead Team.
Supervision Exercised: Oversees all students and staff within the Residential Discipleship Program.

DNA ALIGNMENT

Adult & Teen Challenge BC (ATCBC) is a Christ-centered, non-profit discipleship ministry focused on substance abuse treatment and recovery. Our vision is freeing all people from life-controlling issues through the power of Jesus Christ. This position requires someone who is a born-again, Spirit-led believer and agrees to the Christian doctrines of ATCBC, which are also found on its website.

ATCBC CORE VALUES

- FAITH – Always believing God for the impossible.
- SERVANT LEADERSHIP – Serving selflessly to help others thrive.
- COMMUNITY – Working together as we support one another.
- IMPACT – Transforming society in Jesus' name.

CULTURAL FIT

- An energetic, positive thinker who is humble, hungry, and smart:
- Humble - serving others and making the engagement experience powerful, whether a customer, a donor, or a fellow team member.
 - Hungry - perform with excellence while striving for continuous learning.
 - Smart - socially and relationally smart in interacting and engaging with others on behalf of the ministry, understanding every team member represents ATCBC.

RESPONSIBILITIES

- Oversee the Okanagan Men's Centre facility and management of programming.
- Create and manage staff scheduling to cover Centre operational needs.
- Oversee and give direction to the Site Operations Manager, Program Staff & Volunteers, ELP students and counselling, including annual performance reviews. Facilitate training all department leaders in their respective roles. Must coach and maintain staff development in those areas.
- Collaboration with CEO on additional staff hiring.
- Maintain staff records and submit payroll reporting.
- Collaboration with Director of Finance, Regional Development Director, CEO on financial matters; assist in the creation of the yearly budget for the Okanagan Men's Centre.

- Manage revenue and expenses for the Okanagan Men's Centre.
- Ensure that all students are on MSD (Assisted Living) and give guidance to staff coordinating supportive income for students.
- Program Management
 - Create and manage the student program schedule.
 - Record and update all student progress in Student Management files and/or delegate to appropriate staff.
 - Approval of all student passes, requests and visits.
 - Ensure student rooming location and chore schedules are developed and maintained.
 - Ensure that the student board is kept up to date.
 - Ensure that the student call-lists are kept up to date.
 - Keep up to date records of students' evaluations and academic marks.
 - Oversee the teachers and progress of lecture classes within the residential program. Ensure departments have all the tools and information required to be successful.
 - Admissions Phase - Induction Phase - Training Phase
 - Monitor all student incident reports and work with staff to decide on/implement the appropriate discipline each week. Ensure all staff are holding the students accountable for their discipline agreement.
 - Ensure ATCUSA Accreditation Standards, ATCBC, and Assisted Living Registry Standards, Policies and Procedures are maintained and enforced. Communicate changes to staff team.
 - Coordinate monthly evaluations from the staff and share them with the students.
- Give direction and guidance to staff who manage all student intake documents, medication logs, call logs, counselling entries and discharge reports with updated records and reports. May occasionally assist staff with managing intake of new students.
- Oversee and build relationship with Centre volunteers. Ensure that new volunteers have submitted criminal record checks and signed appropriate documentation.
- Oversee roles and responsibilities of Site Operations Manager:
 - Fleet Vehicles, Work Therapy, Vehicle Donation, Centre Maintenance, Health & Safety.

QUALIFICATIONS

- Strong interpersonal skills and the ability to work with a wide range of people, personalities, and group dynamics.
- Comprehensive financial knowledge
- Ability to model and inspire a culture of trust, respect and honor amongst students, staff, volunteers, donors, and community members.
- Willingness to be teachable and pursue learning for the purpose of professional and personal growth.
- Strong organizational skills and the ability to communicate with clarity and effectiveness.
- Post-secondary education in addictions, counselling or other related areas are an asset, but not required.
- Experience in addiction recovery or related ministry settings
- Valid driver licence

WORK ENVIRONMENT

Primarily working from Okanagan Men's Centre - 4550 Glenmore Rd, Lake Country BC

CONTACT

Send your resume and cover letter with salary expectation to Angie Appenheimer
at contact@teenchallengebc.com

Only candidates selected for an interview will be contacted.