

Shepherd's Center of Topeka

www.shepherdscentertopeka.org

Job title: Director, Shepherd's Center of Topeka

Broad Description: The role of the director is to oversee, direct and develop the programs of the Shepherd's Center of Topeka (SCT) in partnership with a network of member volunteers. A primary responsibility is the oversight of the committees involved in planning and implementing Adventures in Learning (AiL). This involves the guidance of the AiL Program Committee and the Task Force, which is responsible for all activities, other than programming, necessary to conduct the AiL programs.

In addition, the director provides oversight of all SCT operations. This includes guiding the work of the membership committee, publishing a member directory, managing office functions, recruiting, and working with volunteers, building relationships with community and church sponsors, communicating with members, using technology effectively, supporting the Board of Trustees, and serving as an Ex-Officio member of the Board of Trustees.

Qualities: The director will be a leader who manages the activities of the SCT consistent with the organization's mission and goals. The director will possess relationship-building skills of effective written and verbal communication, ability to inspire enthusiasm for the mission, programs, and activities of SCT within members, volunteers, and sponsors. She/he will have effective time management skills, as well as the ability to organize and manage projects, follow through with commitments, and report progress and results. He/she will be expected to manage and use computer technology effectively, including the SCT website platform and components for data management, events, newsletter, directory, and communications within and beyond SCT. The director will be able to serve as an effective representative and advocate for Shepherd's Center within the Topeka Community as well as for Shepherd's Centers of America.

Reports: to the Board of Trustees

Description of Responsibilities

1. Develop and direct programs, events, and fundraisers consistent with the mission and goals and approved by the BOT
2. Recruit volunteers and oversee and coordinate the network of volunteers
3. Lead all AiL committees in the production of quarterly Adventures in Learning sessions. (See Task Force in Policy and Procedures)
4. Communicate with the membership through printed media as well as various electronic media
5. Prepare and publish the membership directory
6. Oversee various group activities and social events
7. Maintain and strengthen relationships with members, community partners, and sponsoring congregations
8. Cultivate new members, community partners, and sponsoring congregations

9. Attend community meetings and events to promote Shepherd's Center of Topeka
10. Prepare for the board of trustee meetings in consultation with the chairperson, provide a written report, serve ex-officio, and assist with board functions (e.g., bylaws and policy and procedure updates, board orientation, notebooks, and name tags)
11. Collaborate with the treasurer and bookkeeper to record income and expenses; monitor the budget and support fundraising efforts.
12. Work towards attaining SCT goals and report progress at the board of trustees and annual meetings
13. Participate in online educational programs offered by Shepherd's Center of America
14. Plan for volunteer appreciation events