



Job Description

Job Title:	Director of Programs
Department:	Program
Reports To:	Executive Director
FLSA Status:	Exempt
Salary Grade:	Director
Date Revised:	7/01/2021

General description of work:

Under the direct supervision of the Executive Director, the Director of Programs is responsible for all aspects of guest-related programs: Continuous Stay Shelter, Case Management, Kitchen Ministry, and Volunteer Coordinator. Creating a team environment, the DP leads the program staff in developing and implementing programs integrating the vision, culture, and core values of the Kitsap Rescue Mission. KRM is a 24-hour shelter, the DP works a flex schedule to coordinate with other shift workers.

Essential Functions:

- Responsible for the development and implementation of all elements of the Programs.
- Oversees the integration, coordination, and documentation of addiction recovery, pastoral care, and life skills training for each program participant.
- Develops systems and methodologies for continuous improvement of group and/or individual ministry.
- Runs regular staff meetings and ensures effective communication between the different programs, services and shifts.
- Oversees and maintains quality of care for program participants and staff, and acts within budgetary limits and ministry plans.
- Oversees and enables the staff to minister effectively by providing regular coaching, evaluations, ministry tools, and additional education and training.
- Conducts ongoing evaluation of effectiveness of all programs and services, and training requirements for staff, as well as input into the Mission's Strategic Plan.
- May actively participate in the program by providing direct one-on-one ministry to program participants as needed.

Knowledge, Skills, and Abilities Required:

- Clear understanding of scripture based on previous study and development of a personal philosophy of ministry and leadership.
- Previous experience in a residential program (recovery, mental health facility, adult home, respite care, etc.)
- Excellent supervisory skills and experience
- Must be skilled in program development, as well as staff team-building
- Excellent planning and organizational skills
- Ability to develop and manage budgets and expenses

- Must be comfortable working in a collaborative team-leadership environment
- Good verbal and written communications skills including the ability to articulate program, vision, and purpose of ministry across church and secular groups
- Ability to multitask

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
- Be a consistent witness for Jesus Christ
- Exhibits spiritual maturity as defined by evangelical biblical standards
- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Possesses and demonstrates excellent integrity

In any position with the Kitsap Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Kitsap Rescue Mission services.

Education and/or Certification: Bachelor’s degree in human services, organizational leadership, or similar field. Demonstrated training, experience, and advanced understanding and knowledge of addiction recovery and relapse prevention, Certification a plus.

Requires a valid driver’s license and the ability to qualify for insurance coverage.

Supervisory Responsibilities and Relationships: Oversees and evaluates Case Manager Supervisor, Service Managers, Kitchen Manager, and the Volunteer Coordinator. Works closely with Program Team and Senior Leadership staff on a day-to-day basis under the direction of the Executive Director.

Requirement: Kitsap Rescue Mission is a 501(c)(3) non-profit, evangelical Christian Ministry; as such employees must share the Mission’s Statement of Faith and Lifestyle, and adhere to the Mission’s employee policy manual and guidelines set forth by the CEO. **This position requires a Conflict of Interest Statement.**

To Apply:

Please submit a resume and cover letter to:

Denyeart@kitsaprescue.org