



Adult Program Manager Position Description

Reports to: Senior Family Life Manager
Status: Hourly Part-Time- 25 hours/week
Work Location: Duvall, WA

POSITION SUMMARY:

The Adult Program Manager reports to the Senior Family Life Manager and requires a highly motivated person who has a passion for following God and serving homeless women and children. As the Adult Program Manager, this person will be responsible for facilitating schedules and curriculum for Adult classes along with training of program volunteers. The day-to-day accounting of program fees will also be included in this position. The successful candidate will have proven leadership and organizational abilities, be highly motivated, be detail-oriented, and able to work both independently, collaboratively and directing others all while loving others for who they are and where they are in their individual healing journeys.

DUTIES & RESPONSIBILITIES:

- Adult Classes
 - Schedules Adult class blocks annually and one-offs as needed, working with the Program team to ensure that needed classes are being taught.
 - Communicates the program calendar clearly to all key stakeholders.
 - Works with Senior Family Life Manager to ensure that needed resources/curriculum is available as needed for classes.
 - Trains and supports teachers as needed, offering prayer and encouragement as needed.
 - Participates in considering where new classes should be developed to support resident needs, and in evaluating existing classes, continuing to pursue program excellence.
 - Teaches, develops curriculum and train resources, and attends Adult Programs as needed.
- Coaches and Companions
 - Vets and trains volunteers for Companionship program or coaching roles.
 - Builds systems around volunteer coaches to ensure they have a fantastic volunteer experience and receive the training and encouragement they need.
 - Facilitates Companionship volunteer experience and participates in pairing and training process.
- Program Service Fee (PSF) Administration/Budgeting Support
 - Meets with residents and alumni as needed to develop budgets and give sound financial advice.
 - Recruits and trains volunteers to share the work load.
 - Tracks and communicates resident PSF, and manages the Scholarship and Education Proposal processes.
 - Ensures that all Acres budget coaching continues to align with the principles taught in Mastering Your Money.
 - Develops new financial literacy resources as needed.

- Create and maintain policies and procedures for all areas of responsibility.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Teaching experience with a proven track-record of guiding at-risk families to self-sufficiency and stability.
- Experience practicing Motivational Interviewing and knowledgeable on Trauma Informed Care preferred.
- Experience performing services such as assessments, records maintenance, and volunteer support.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with clients, donors, volunteers, and staff.
- Sensitivity to the needs of clients, volunteers, staff, and donors from diverse cultural and economic backgrounds.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Ability and desire to work collaboratively with a team.
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God.
- Personal characteristics: compassionate, discerning, adaptable, organized, initiator, energetic, enthusiastic, optimistic, responsible.
- Computer skills: Word, Excel, Power Point, E-mail, and Internet navigation.
- Valid Washington state driver's license and ability to travel to frequent offsite meetings.

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives. It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission, and character of Jesus Christ.

Send Resume and Cover Letter to kerstin@acresofdiamonds.org. Only qualified candidates will be contacted.