

Main Street Ministries, Inc.

415 South Main, Hillsboro, KS 67063

Director Job Description

The Director of Main Street Ministries (MSM) is an important position which requires a spiritual calling and giftedness to effectively carry out her responsibilities. The Director is responsible to the MSM Board while communicating needs and concerns through the board chairman.

The Director is often called on to minister to sojourners after hours as needs arise. Furthermore, with limited staffing, the Director, at times, must minister in areas beyond her giftedness. However, the Director is not expected to personally complete all assigned tasks but shall be responsible to oversee staff, interns and volunteers to assist in various expressions of ministry.

The Director will be responsible to conduct and supervise the day-to-day responsibilities associated with MSM. Essential functions include, but are not limited to the following:

Administration:

- Oversee the office, answer phone calls, maintain records and files.
- Schedule appointments with prospective Sojourners.
- Communicate with board treasurer items pertaining to income and expenses.
- Approve operational expenditures up to \$250.00.
- Write thank you notes and receipts as needed.
- Prepare activity reports for monthly MSM board meetings.
- Search out and apply for appropriate grants.
- Maintain website, respond to emails, phone calls, other inquiries.
- Oversee MSM programming for Sojourner classes, bible study, etc.

Staff and Interns:

- Facilitate “on-boarding” of new staff and interns with direct input from the MSM Board of Directors.
- Work closely with On-site manager to carry out the transformation program for each sojourner.
- Make recommendations to the board for board approval relating to staffing needs.
- Provide support to all staff members: On-site Manager, Food Bank Manager and Volunteer Coordinator.
- Chair staff meetings, set agenda, and assign and supervise staff in their responsibilities.
- Relate to staff as one who encourages, nurtures and provides training.
- Work with staff and sojourners to resolve issues according to board established policies, help to mediate issues that may arise between staff and Sojourners.

Volunteers: (The MSM Volunteer Coordinator will handle a portion of these responsibilities, with assistance from the Director.)

- Recruit and coordinate volunteers, individuals or groups, to help with various ministry needs and/or physical projects.
- Arrange for supplies to be available for volunteers to complete specific projects.
- Provide training and oversight for volunteers who agree to work on a regular basis.
- Recognize and thank volunteers for their work and ministry.

Sojourners:

- Interview prospective Sojourners along with one or more members of the board.
- Attend to Sojourners by discerning their spiritual, emotional and physical needs.
- Arrange for programming to meet various needs such as Bible study, CR, counseling, parenting, finance, time management, cooking, other life skills, etc.
- Develop networks with various resource agencies to assist Sojourners as needed.
- Maintain google calendar for sojourner appointments and babysitting needs in conjunction with volunteer coordinator.
- Have weekly (at least) meetings with Sojourners in order to monitor their engagement with program opportunities at MSM.

Community Relations:

- Schedule Church visits for MSM presentations, aim for once a month (this is a multi-pronged approach, with the BOD, special committees and other staff involved in the process.)
- Keep MSM brochures updated and in supply for church and community distribution.
- Write and send Summer and Christmas newsletters.
- Present special fund-raising projects to churches and the community as they arise (this is a multi-pronged approach, with the BOD, special committees and other staff involved in the process.)
- Communicate needs to churches to include in bulletins periodically (this is a multi-pronged approach, with the BOD, special committees and other staff involved in the process.)
- Update website and Facebook page as needed in conjunction with volunteer coordinator.
- Monitor and respond to emails.

Building and Grounds:

- Bring remodeling and improvement projects to MSM board for processing.
- Monitor facility maintenance re: furnace filters, smoke alarms, light bulbs etc. with the assistance of the On-site Manager.
- Make sure apartments are cleaned, items fixed/replaced as needed when Sojourners leave so that apartments are ready for new Sojourners to move in. This will be accomplished with the assistance of the On-site Manager.
- Arrange for volunteers to maintain the grounds and landscape with the assistance of the Volunteer Coordinator.
- See that playground equipment is in good condition.

Donated Furniture and Appliances:

- Develop policies to be approved by MSM board.
- Keep a list of furniture and appliances needs.
- Make arrangements to pick up furniture and appliances when donated.
- Dispose of unwanted items.
- Send receipts to donors when requested.

Food Bank:

- Assist the Food Bank Manager to set policy and procedures for MSM board approval.
- Develop relationships with food bank recipients as opportunities arise.
- Be aware of special food bank drives and assist where needed.
- Write receipts to donors when requested.