

Director of Operations Job Description

Title: Director of Operations

Purpose of Position: Organize, manage, and oversee daily operations related to job therapy, ministry work, volunteer efforts, and resident oversight related to daily facility operations.

Reports to: Facility Director and Executive Director

Qualifications:

- Strong relationship with Jesus Christ
- Good Christian based leadership skills with strong focus on integrity
- High School diploma or equivalent
- Good interpersonal skills
- Good communication skills
- Good multitasking skills
- Strong organizational skills
- Preferred knowledge of the disease of addiction
- Preferred knowledge of working with men in recovery from addiction
- Good computer and smartphone data entry skills using Google Drive software
- Acceptable driving record and background check
- Punctual, prepared, consistent attendance

The job responsibilities and expectations of the Director of Operations center around the implementation of our mission statement and will include, but is not limited to, the management, coordination, supervision, delegation, and/or direct involvement of:

- Safety and security of facility
- Job therapy relationship building
- Job therapy, ministry, and volunteer logistics
- Food services
- Supply management
- Building maintenance
- Vehicle maintenance
- Resident safety procedures
- Enforcement of program policies and procedures
- Resident intake process
- Resident application and acceptance process
- Bookkeeping and record keeping as it relates to operations
- Roster Maintenance
- Collaboration with staff and residents and the resident Personal Growth Plan (PGP)