

## **Job Description for**

### **Director of**

### **The Simple Room**

Box 618

Greenville, IL 62246

**Mission Statement:** To holistically develop youth as disciples of Christ.

The Simple Room is a dynamic ministry committed to developing youth spiritually, physically, mentally and socially. We are strategically open during after-school hours during the time when unsupervised students may be more susceptible to juvenile crime, drugs, and sexual activity. We offer a safe place for students to receive homework assistance, to be involved in meaningful activities, and to benefit from the love and attention of caring adults.

#### **KEY RESPONSIBILITIES FOR DIRECTOR**

- Supervise or arrange for supervision of the building and grounds in accordance with the Board's approved hours of operation
- Work closely with the Board of Directors to develop and implement strategies, programs and activities to advance the purposes of The Simple Room
- Enforce among the participants appropriate behavior while promoting an atmosphere of fun, acceptance and responsibility
- Recruit, organize, and direct both a volunteer staff and a paid staff
- Maintain a vital working relationship with Greenville University, local churches and community organizations
- Maintain and organize the office and pertinent records
- Assume responsibility for the cleanliness and maintenance of the building and grounds
- Organize and hold fundraisers for the benefit of The Simple Room
- Provide necessary information for needed for grants
- In conjunction with the Treasurer, develop an annual budget to be presented to the Board no later than the October meeting
- Work with Treasurer to track all incoming monies and expenses
- Communicate to donors and others through monthly newsletters, regular website updates and social media
- Provide a report at Board of Director's meetings

- On behalf of The Simple Room, speak at churches and community organizations on a regular basis
- Match community services, agencies and resources to the needs of the youth and families of The Simple Room

### **QUALIFICATIONS FOR DIRECTOR**

- A vibrant personal relationship with Jesus Christ and an ability to communicate Christ to your community
- Active participation in a local church and The Bond County Ministerial Alliance
- Commitment to making The Simple Room a positive environment for the community
- Dynamic and outgoing personality, energized by interaction with youth
- Creativity and excitement to envision and plan for the future of The Simple Room
- Organization and follow-through in all tasks
- Passion for relationship building
- Ability to discipline youth effectively with love
- Basic computer and Microsoft Office skills
- Ability to delegate responsibility

**SALARY:** commensurate with qualifications

### **HOW TO APPLY**

Application form may be downloaded from [www.simpleroom.org](http://www.simpleroom.org) Include a cover letter and send completed letter and application to: The Simple Room, Box 618, Greenville, IL 62246