

Job Description
Site Director
Outreach Department

Reports to: Executive Director

Job Summary: Under direct supervision of the Executive Director, the main function of the Site Director is to oversee all things pertaining to the assigned site, including management of staff in the administration of all programs, relationship building through community engagement, facility usage and maintenance, and increasing membership base.

Summary of essential job functions:

- Work in concert with the Executive Director to hire, train, and schedule staff for the site
- Supervise and develop staff to achieve ministry goals and implement all site programs
- Provide performance management, feedback, and timely performance evaluations
- Maintain and develop a relationship to the targeted schools in the community of the site
- Responsible for regulation of facility program budgets
- Track all absences, no call/no shows, tardiness, or requests for time off and report accordingly
- Supports and implements human resource policies and procedures.
- Ensure staff maintains comprehensive student and volunteer records through accurate and timely data collection and input
- Lead by example in growing student involvement in STREETS programs through positive student interactions; hold members accountable to behavior expectations and administer discipline when necessary
- Maintains the highest degree of confidentiality in student, staff, and management matters
- Oversees the upkeep of the facility and equipment in an acceptable manner; ensures the cleanliness of the entire building and grounds
- Demonstrates reliability and punctuality by arriving on time for scheduled shift and completing supervisory responsibilities in a timely and thorough manner

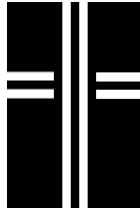
Promotion

It is the duty of the Site Director to promote the ministry at every available opportunity. This includes but is not limited to:

- Speaking at events to share what the Lord is doing through our ministry at Streets Ministries
- Participate in promotional and fundraising events that produce capital and make the greater community aware of what STREETS has to offer

Minimum Requirements

- Minimum 5 years outreach ministry experience
- 3 years supervisory experience preferred
- Degree preferred
- Must possess strong organizational skills
- Possess excellent communication skills



- Passion to share the Gospel relationally
- Maintain the highest moral standards in personal and professional life
- Experience with Microsoft Office Suite preferred
- Agree to Streets Ministries' Statement of Faith
- Must legally reside in the United States
- Pass Background Check
- Possess a valid driver license with an insurable driving record to operate company vehicle as required

Abilities Required

- Ability to communicate adequately with the staff and community while conveying the purpose and mission of the ministry
- Ability to operate at a grassroots (community) pace
- Working in normal office environment, employee may be required to sit, bend, stoop, use keyboard, see, talk and hear
- Position may require occasionally lifting objects of 10 to 25 lbs

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

Disclaimer

All duties are to be performed within the safety protocols established by STREETS to prevent the spread of COVID-19. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

STREETS MINISTRIES

P.O. Box 42181 • Memphis, TN • 38174-2181
901.525.7380 • 901.525.9628 FAX • www.streetsministries.org