

Name of Position                      MOWA Choctaw Friends Center Director

Appointed by                              Superintendent, in consultation with Yearly Meeting Personnel Committee and MOWA Choctaw Board

Given Oversight by                      Director of Program Ministries and Superintendent

Qualifications and Education:

1. Committed to the Christian faith as expressed by the NCYM Religious Society of Friends
2. Member of Religious Society of Friends
3. Bachelors Degree in related field preferred
4. Willing to live on MOWA Choctaw Friends Center property
5. Exhibits capability of working with others, especially those within different cultures
6. Administrative experience with special emphasis in organizing, planning and promoting events
7. Experience in religious, educational, recreational, and/or community development programming
8. Competency in computer skills
9. Some skill in operations and oversight of general maintenance duties preferred (carpentry, electrical, plumbing, painting, etc.)
10. Demonstrated ability as a self-starter

General Responsibilities:

1. Work in cooperation with the MOWA Choctaw Board, NCYM Staff, and the Community Advisory Council (a team of folks from the MOWA community that assist in evaluating and planning programs and ministries offered through the Friends Center)
2. Ensure that relevant and current standards for health, safety, and sanitation are identified and implemented
3. Oversee, review, and evaluate programs and ministries offered by the MOWA Choctaw Center, including conferring with the community served and the MOWA Choctaw Tribal Council
4. Communicate and promote the programs and ministries of the MOWA Choctaw Friends Center to its constituent community, NCYM, and other supporters and donors
5. Oversee the maintenance of buildings, equipment, and grounds; keeping them in safe, sanitary and orderly condition
6. Help develop, communicate, and implement a vision for the use of MOWA Choctaw Friends Center facilities in Ministry

Specific Duties:

1. Meet and confer regularly with Director of Program Ministries for encouragement, direction, planning and exchange of information
2. With consideration of duties in Alabama, attend Yearly Meeting staff meetings, MOWA Choctaw Board meetings, Representative Body meetings, and Yearly Meeting sessions
3. Serve as on-site contact person and hospitality coordinator
4. Assure compliance with the rules and regulations of the MOWA Choctaw Friends Center by individuals, groups, or meetings that use the facilities

5. Maintain accurate, organized records of MOWA Choctaw Friends Center programming and facilities
6. Direct and supervise program and facilities, from maintenance and repair to staff and volunteers
7. Plan, coordinate and oversee program staff hiring, training and orientation
8. Recruit, teach, and enable community residents to minister at the Center and within the community
9. Help to coordinate visiting individuals and groups to serve at the Center
10. Schedule and coordinate the use of facilities
11. Attend necessary training, workshops and retreats that may be helpful
12. Explore and utilize a variety of communication tools for publicity and promotion
13. Coordinate program and facilities finances and budget in conjunction with the NCYM staff and MOWA Choctaw Board
14. Schedule and clerk regular Community Advisory Council meetings, soliciting their voice, involvement and direction in ministry planning for the surrounding community.
15. Plan and implement the maintenance of buildings and grounds, ensuring safety and usable conditions
16. Purchase goods and services as authorized
17. Perform other tasks, duties and assignments relative to this position as directed by the Superintendent