

## Family Promise

Building communities, strengthening lives.

# Network Director Job Description

## Job Objective

To coordinate the program components of the Interfaith Hospitality Network--host congregations, volunteers, referring and supporting agencies, day center, and transportation--for the effective provision of services to homeless families.

## Responsibilities

Seek grants and raise funds in coordination with the Board of Trustees.

Coordinate all network components to administer program. Maintain regular contact with coordinators and other individuals at each host congregation as necessary. Communicate regularly with referring and supporting agencies and the day center staff. Actively participate in providers' groups and other forums with social service agencies. Organize and schedule transportation, including drivers and van maintenance. Manage schedule changes and any other transportation matters related to IHN.

Meet with guest families to monitor progress in securing housing, employment, job training, and entitlements; assist guests with social service needs, referring them to other organizations as appropriate; advocate with agencies for guests as needed.

Train coordinators and hosts in all new host congregations, and conduct at least annual volunteer training thereafter.

Plan Network Committee agenda and convene the Network Committee every eight weeks during the first year, and quarterly after that.

Maintain records on Network operations and guests' progress. Provide reports for the Board of Trustees and as required for funding sources. Provide annual statistics and other information to Family Promise.

Hire and supervise additional staff.

Be on call for emergencies during off-hours.

Manage daily expenses and other operational duties as requested by the board.

Work with the board president to plan board meetings. Work with board committees as necessary.

Represent the Network to the public and the media.

Coordinate master schedule of host congregations, updating as necessary to reflect ongoing changes.

Be willing to take CPR training.

## Accountability

The Network director reports to the Board of Trustees of Family Promise of Delaware County.

## **Qualifications**

The successful candidate for Network director is an enthusiastic individual with good judgment and compassion for others.

## **Education and Experience**

- B.A./B.S. degree; M.S.W. preferred
- Three years experience in a social service environment
- Experience in volunteer management desirable

## **Skills**

- Counseling skills: ability and experience in counseling clients in a social service setting
- Communication skills, oral and written: ability to make presentations to large groups
- Planning and organizational skills: ability to handle multiple tasks simultaneously
- Interpersonal skills: ability to work effectively with a wide range of people
- Leadership skills: ability to make decisions, solve problems, delegate tasks and responsibilities
- Competence in Microsoft Office or equivalent

## **Working Hours**

The Network director works a flexible 40-hour week. In new Networks, during the first six months, additional hours are required for start-up activities. After hours, the Network director is on call for emergencies.