



Position

Program Director - Full Time, Salaried

Reports to

Executive Director

Summary

Working to ensure that Neighbor Nights are meeting the mission of For The Love to feed the hungry, cultivate community, and fight poverty. Working to lead volunteer team leads to guide For The Love to be impacting our local communities. Striving to make each volunteer feel as if they are the MOST valuable donor we have—because they are!

Roles & Duties to include the following:

- Welcome potential new volunteers who reach out via email —taking the time to evaluate their God-given talents and abilities and get them plugged in to serve.
- Schedule and support Volunteer Teams service opportunities for church, civic, and corporate volunteer groups looking for a way to serve with us.
- Send weekly volunteer reminder & info emails to teams signed up to serve. (Auto, but edit as needed)
- Create opportunities to deepen relationships and connections with neighbors to encourage them toward upward mobility, and in their relationships with Jesus.
- Gather, train, and empower consistent volunteer teams and individuals.
- Create training materials as needed.
- Identify and request social media posts to show our volunteers gratitude for all their hard work in a timely manner.
- Write and mail thank you notes to volunteers
- Work to improve the process of Neighbor Nights, ie. implementing volunteer team leaders ideas.
- For special events (Thanksgiving, Christmas, etc.) plan how Neighbor Nights might be more special or more intentional.
- Lead teams, as needed, of volunteers at Neighbors Nights or special events.
- Monitor program performance and evaluating effectiveness of accomplishing the mission.
- One volunteer appreciation event, planned in collaboration with location coordinators
- Various other tasks and special projects as needed.

Requirements

This person should have a growing relationship with Christ, possess a friendly, positive attitude, and exhibit the characteristics of true servant leadership. This person must possess excellent communication skills, including networking and presentation skills, and strong interpersonal skills, to accommodate a diverse range of people. They should have experience in managing or coordinating projects and volunteers, preferred. They should have empathy with volunteers and an understanding of their needs, possess the capacity to inspire and motivate others, be creatively intuitive and solution oriented. Flexibility in working hours and the ability to work evenings and weekends is needed. Experience in ministry is not required, but a teachable spirit and positive attitude will be crucial.