



Cameron Family Center Director Job Description

Organization

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission Cameron Family Center provides a structure specifically tailored to the needs of homeless families, offering shelter, meals, intervention/substance abuse recovery, and life skills development.

Summary

The Director oversees a team of supervisors who are a source of both Biblical and practical support/guidance to the guests of the GFRM Cameron Family Center, including life advisement (case management), teaching Biblically-based classes, and assistance toward individual transformation and program graduation.

The Director also oversees the Youth Program department supervisors who work with youth in a weekday After School program for elementary-aged children, a weekly Youth Group for teens, evening family-based activities, and a Summer Camp day program.

This is a full-time, non-exempt (salary) position, reporting to the GFRM Operations Director. Compensation is commensurate with skills, education, and experience. This position includes a generous health reimbursement account allowance for health insurance premiums, among other benefits (full list of benefits available upon request).

Essential Duties & Responsibilities

- Manage the daily operation of the Cameron Family Center (CFC)
- Support and supervise the team of supervisors in the CFC and the Youth Program department
- Supervise, train, and monitor the volunteers, interns, and Resident Advisors at the CFC
- Maintain guest case management assignments with regular oversight of client program progress, supporting guests in achieving their personal goals
- Promote the physical, spiritual, emotional, personal, educational, and vocational welfare of the program guests in a Gospel context
- Develop the class offerings and quarterly schedule for the various phases in the CFC year-long recovery program
- Teach program classes as needed
- Plan and organize professional development opportunities for staff
- Serve as a liaison between the GFRMCFC and Great Falls Public Schools (communicating with school principals, arranging bus transportation, etc.)

- Serve as a liaison between the GFRM and other community agencies and organizations, including DPHHS-CPS, the City County Health Department, etc.
- Speak to churches and other groups about the ministry of the GFRM
- Support GFRM outreach and community events
- Conduct self in a safe manner at all times and help maintain a safe working environment
- Serve with a Christ-like character at all times, demonstrating the Fruit of the Spirit in all interactions with clients and guests (“love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control” Gal. 5:22-23)
- Other duties as assigned by GFRM Executive Director

Minimum Qualifications

- A solid Bible-based evangelical Christian faith, compatible with GFRM's Statement of Faith and an active member of a local evangelical church.
- Valid Montana driver’s license and insurable under GFRM's policy
- Must be able to effectively multi-task
- Excellent people skills, with proven ability to encourage and motivate others
- Teachable spirit and willingness to submit to leadership
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability
- Genuine burden to see people come to Christ
- Able to counsel, based on Biblical truths and practical tools
- Committed to team participation; must be effective in working with staff within the facility and other shelter facility leaders when applicable
- Must be an initiator who can work within established deadlines
- Must be familiar with Windows, Microsoft Word, and Excel and facility specific computer programs
- Must be familiar with basic office equipment, such as computers, copiers, and printers

Education & Experience

Minimum BA/BS degree in education/human development or 5 years of professional work experience with families and children. Some combination of education and experience may be considered.

Physical Demands

- In cooperation with other ministry activities, lifting of up to 50 pounds may be required, as well as physical activity associated with ministry events.
- This position requires extended times of work in an office environment, in meetings and working at a desk and computer.

Applications can be picked up and are accepted with your resume at:

**Great Falls Rescue Mission
Administration Office
408 2nd Avenue South, East Entrance
Monday – Friday
8:30 am – 5:00pm
(406) 761-2653**