



THE SALVATION ARMY
SPOKANE CORPS
222 East Indiana
Spokane WA 99209
(509) 325-6810



- POSITION DESCRIPTION -

POSITION TITLE: COMMUNITY CENTER PROGRAM MANAGER

STATUS: EXEMPT/Full-time

SUPERVISOR: Spokane Corps Officer

GENERAL STATEMENT: The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. The Salvation Army, a California Corporation, is an Equal Opportunity Employer.

POSTION OVERVIEW: The Program Manager provides direct leadership and supervision to all aspects of the programs and services offered at the Spokane Corps Community Center.

The Program Manager reports directly to the Spokane Corps Officer and is responsible for the overall development & management of programs and the center.

In addition, works with the Corps Officers and designated corps ministries that are linked to the center.

An important aspect of this position is to be able to facilitate linkage between the Community Center and the Corps activities of The Salvation Army. This position is designed to bring together the youth from the Community Center and the Corps programs.

This job requires, by Washington law, that any suspected or observed child abuse be reported to Child Protection Services.

QUALIFICATIONS:

- Four-year college degree or equivalent life experience.
- A minimum of three years experience in youth leadership field, community services, or administration preferred.
- Knowledge of Salvation Army programs, policies and procedures is preferred with a compassionate understanding and adherence to Salvation Army ministry and mission.
- Excellent communication skills, both verbal and written.

- Working knowledge of Microsoft Office programs.
- Must be able to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis. Must be able to grasp, push and pull objects such as general office and small recreational equipment and must be able to lift up to 50 lbs.

KEY RESPONSIBILITIES: **As Director** –develop, implement and manage programs and activities at the Salvation Army Community Center.

This is to include but not be limited to:

1. The Link After School and Summer Programs
2. Activities and sports leagues
3. Rental and property issues.
4. Regularly network with the Corps, Corps Officer, and Program Managers on campus to look for ways to meet the needs of our campus.

Promotion & Recruitment – Promote the Community Center programs at schools, colleges and in the local community.

After School Program – Responsible for the continued development and maintenance of the LINK afterschool program.

Computer Lab – Develop programs and recruit volunteers to utilize this resource to its potential, such as overseeing computer access or classes to seniors, campus clients, and FRC clients. Oversee the maintenance of the computers and software.

Library – Oversee the operations and continued development of the Library program. Coordinate use between different TSA programs.

Summer Link – Responsible for the summer youth programs and for the recruitment of staff and youth as well as the program development.

Fundraising – Identify funding opportunities, foundations and work with our local and divisional development staff to write grants.

Personnel –Responsible for training of volunteers and staff, and directing, scheduling and supervision of all community center staff.

Volunteer & Staff Training – Ensure the training and equipping of volunteers & staff with the resources required to effectively work with young people and families in our facilities. Ensure that all staff are adequately trained in regards to Salvation Army Policies, Procedures, Youth Protection, First

Aid and other program specifics

Networking – Develop and maintain relationships with colleges, schools, youth related agencies and organizations. Coordinate your efforts with the Volunteer Coordinator

Property & Rentals- Coordinate building use and rental with outside groups. Priority must be given to developing Salvation Army programs not rentals.

Maintain a schedule of rooms and building use.

Camp – Responsible for recruiting community center kids for summer camping program and work with campus program staff on logistics.

Signage – Responsible for indoor and outdoor signage concerning TSA programs.

Budget – Work with the Spokane Corps Officers to maintain and monitor the budget in accordance with Divisional guidelines.

Records – Responsible to develop and maintain all participant files and fees charged, facility usage income, and billing records for all programs in the community center.

Reports and Statistics – Ensure that all required reports and statistics are actively and correctly submitted. Maintain records and reports as required.

Janitorial - Responsible to work with volunteers and staff to keep the entire facility clean and tidy. When staff or volunteers are not available this becomes your responsibility.

Maintenance - Coordinate with maintenance staff to ensure the proper care and maintenance of the facility and equipment following designated maintenance procedures assigned by supervisors. Follow up with maintenance until projects are complete

Protecting the Mission – Ensure that all staff is trained in regards to Child Safety policies.

GENERAL DUTIES:

As part of the Spokane Corps team, all employees share the following expectations and assigned duties:

Values – work with other staff, volunteers and members to instill positive attitudes, life skills development, Christian values and service to others.

Safety – ensure the safe participation of all members, guests and fellow staff in center activities and programs, adhering to center safety policies and procedures.

Security – work with center staff to monitor and maintain the security of our facility.

Special Events – assist staff as required in the planning, development and implementation of special events and programs throughout the year.

Employees may also be requested to perform other reasonable business related duties by their immediate supervisor.

MISCELLANEOUS:

- All staff are responsible to report any incidents, issues or concerns immediately to their supervisor and complete the required forms as per center procedures. (Discipline Notes, First Aide Reports, Incident Reports, etc.)

- All staff must complete required youth protection training and comply with Salvation Army policies and procedures.

- All staff are expected to be on time for assigned shifts, breaks and lunches and to notify supervisors in case of tardiness or absence.

- All staff are expected to be kind, courteous and friendly to all members and participants.

Please note that all Job Descriptions are reviewed periodically and may be revised as needed. This is not a written or implied contract.

SPECIAL COMMENTS: I understand that I will be covered by Worker's Compensation Insurance while on the job (if applicable), and agree to cooperate in properly reporting all work-related injuries or accidents. I further understand that The Salvation Army does not participate in unemployment compensation insurance and I will not accrue unemployment benefits while working for The Salvation Army (if applicable).

Is there anything that would prevent you from meeting the job duties as outlined?

NO _____ YES _____ Explain: _____

Employee Signature _____ Date: _____

Department Head Signature _____ Date: _____