

Assistant Director-Women's Division

Principle Function:

- The primary function of the Assistant Director of Women's Division is to support the Women's Director and assist in providing leadership and Spiritual guidance for the women staff and clients. The Assistant Director will use the skills and talents the Lord has given her for furtherance of the Gospel of Jesus Christ.
- The Assistant Director of Women's Division must provide a clear Biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior. She must maintain an exemplary Christian life and desire to serve the Lord in the ministry of the Durham Rescue Mission.
- The Assistant Director of Women's Division should be considered in light of Proverbs 31:10-31. She especially needs to be patient because she will be tried by staff, clients, and outside public who will occasionally find fault. She must be sensitive to the plight of the poor and disadvantaged because she is their advocate. She must be desirous for lost souls. Finally, she must be a visionary to suggest ways to make the ministry of the Durham Rescue Mission even better.
- The Assistant Director of Women's division will establish a warm, loving Christian environment for the mothers, children, and single ladies that will enable them to grow spiritually, educationally, physically, and emotionally.
- Under the general supervision of the Director of Women's Division.
- **STATUS: FT (# hrs.) or PT (# hrs.): FT (40+)**
- **Management or Non-management position: Non-Management**
- **Salary Exempt or Hourly Non-Exempt: Please indicate: Hourly Non-Exempt**
(Exempt positions must meet and comply with FLSA requirements)

Responsibilities:

- Provide the Women's Director and other Management staff with adequate information to help reach sound decisions and establish policies.
- Provide regular reports about progress toward organizational objectives, and other issues of concern.
- Keep the Women's Director current with operational needs or difficulties and assist in any way needed.
- Share prayer requests and victories of the ministry.
- Carry out any projects which may be assigned by the Women's Director.
- Counsel with clients as well as members of the Staff.
- Attend Weekly staff devotions and facilitate daily devotions for clients.
- Assist Women's Director in the implementation and training of staff.
- Train clients for potential Staff member positions and teach them the work of the Durham Rescue Mission.

- The Assistant Director of Women's Division will ensure that the daily operation of the women's ministry is effective when the Women's Director is unavailable.
- Organize and direct appropriate staff to carry out the work of the Mission.
- Develop and implement plans and programs for increased spiritual growth of the Mission clients and staff.
- Follow Standard Operating Procedure (SOP) and provide recommendations as needed.
- Help prepare short and long-range operating needs and plans for Good Samaritan Inn.
- Help with the preparation of the annual budget for the Women's Division for Executive Management and Board approval.
- Promote good public relations in the community.
- Manager of Ladies' Victory Program.
- Design curriculum to be used in the victory program.
- Teach Victory Bible classes and Discipleship classes as needed.
- Coordinate and oversee other teachers.
- Respond to inquiries from: clients, the community, volunteers, and other staff members.
- Perform as role model for clients at all times, teaching and demonstrating Christian principles.
- Uphold and enforce all policies and procedures of the Durham Rescue Mission and the Women's Division; being willing to give write-ups for infractions of those rules.
- Work with women's Victory choir – scheduling practices, appearances and transportation.
- Assist clients in completing paperwork for government agencies and college/training entrance.
- Enter data and other information as needed into Victory Excel Spreadsheet and/or client database.
- Participate in weekly staff meetings and Review Committees; record information.
- Coordinate volunteers and events, working with the Volunteer Coordinator.
- Assist the Director of Women's Division in any way possible that is needed.
- Schedule and organize special speakers for devotions as needed.
- Assist in creating benevolence for the Women's Division.
- Visit the women and children when they have checked into the hospital.

Physical Demands/Work Environment:

- Be able to sit and work on computer up to 6 hours a day.
- Sit, stand, bend, lift, and move intermittently during working hours.
- Interacts with staff, clients, visitors, etc., under all conditions/circumstances.
- May be required to work extended periods of time.
- Infrequent light physical effort required and occasional lifting up to 40 pounds.

Knowledge, Skills and Abilities:

- Computer skills (MS Office - Word, Excel, PowerPoint and typing)
- Ability to quickly grasp the use of the client database.

- Problem solving and decision making skills
- Excellent communication skills both face to face and phone.
- Experience in leading group interactions
- Advanced presentation skills
- Must have coordinating abilities to organize events.
- Must have ability to counsel clients based on Biblical concepts.
- Must be flexible, every day in ministry could be different.
- Teamwork
- Active listening

Training and Experience:

- Associate Degree; BA/BS in Christian Education is preferred.
- Three to Five years' experience in teaching or training fields.
- Three to Five years' experience in Rescue Mission ministry preferred.

Special Requirements:

- All employees of the Durham Rescue Mission must be faithfully attending and in good standing in a local Bible-believing church.
- Be in full agreement and adhere to and practice in their daily life the DRM Doctrinal Statement.
- Be in full agreement with Sufficiency of Scripture in counseling with co-workers and clients. (See Document – The Sufficiency of Scripture in a Therapeutic Culture)
- Employees must also have an exemplar testimony both before the church and the world.
- Must exhibit and exemplify a good testimony and personal integrity.
- Must sign and be in agreement with Durham Rescue Mission Statement of Faith.

Disclaimer Statement

The above is intended to describe content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Durham Rescue Mission reserves the right to change, add, delete at any time from this job description to meet the needs of the organization.

I have read and agree to the above mentioned responsibilities of the described position of the Durham Rescue Mission. I understand that employment with Durham Rescue Mission is always "at-will."

Name

Date

***Last Updated: 6/26/24 KZ*