



## **Job**

**Description Position:** Chapter

Director/Church Engagement Coordinator

**Supervisor:** State Director (General)

### **Position Summary:**

We are seeking a dynamic and proven leader with the vision and skill required to establish and grow a Safe Families For Children (Safe Families) Chapter in Jefferson and Dodge Counties. This involves the recruitment and development of Safe Family churches and building a base of volunteers. It also involves developing a network of referral sources working closely with key partners as a vital part of a community collaborative effort. The appropriate individual will create a dynamic and socially contagious enthusiasm to engage stakeholders, to involve church partners, and propel the mission of Safe Families. The role requires a combination of leadership and management, as duties involve oversight of a Family Coach Supervisor and systems.

### **Core Responsibilities:**

#### **Leadership & Strategy**

1. Serve as part of the Safe Families Wisconsin leadership team, working collaboratively with other chapter directors in the region to safeguard and implement the mission and philosophy of Safe Families.
2. Responsible for the quality of Safe Families implementation. Professional standards must be met as defined by Safe Families for Children.
3. Supervise the work of a Family Coach Supervisor and inspire a high level of motivation among staff and volunteers, fostering a 'can do' culture and environment of 'going the extra mile'.
4. Promote creativity and continuous improvement and innovate new solutions.
5. Identify and develop a volunteer leadership team that helps to lead Safe Families in the location.

#### **Church Engagement and Base Building**

1. Engage a growing network of Faith communities, build ministry leads and leadership teams who in turn recruit and support volunteers, the base of Safe Families.
2. Participate in developing, implementing, and facilitating recruitment strategies for Safe Family volunteers (host families, family coaches, and family friends) alongside church partners.
3. Maintain strong communication with Safe Families Church team leaders in order to assist with resource direction for volunteers and encourage post-hosting connections between family/volunteers.
4. Ensure there are sufficient ministry leads and family coaches to maintain the base of volunteers and services to families.

### **Service Delivery and Monitoring Children**

1. Achieve the best possible outcomes for a growing number of families and their children.
2. Ensure all children are hosted in appropriate homes, monitored according to policies, and host families/volunteers receive the support needed.
3. Facilitate the connection between volunteers and placing parents, and facilitate re-unification.
4. Lead from the front by being involved as a Host Family or Family Friend.

### **Volunteer Management and Vetting**

1. Direct, manage and maintain an effective model for recruiting, training and engaging volunteers, reporting progress against key performance indicators.
2. Model an ethos of valuing volunteers highly and ensuring that they know how much they are appreciated for the contribution that they make.
3. Use print, web and video resources to raise awareness of Safe Families for the purposes of volunteer recruitment, promotion of the service etc.
4. Oversee the end-to-end recruitment process, vetting and training process, with responsibility for making yes/no decisions.
5. Troubleshoot difficulties with volunteers as they may arise.

### **Stakeholder Relationships**

1. Promote community relations, provide program publicity, seek necessary funding, and attend trainings as needed.
2. Network and foster good relationships with other agencies, promoting the Safe Families

service to potential referrers within Jefferson and Dodge Counties to create a referral base and resource network.

3. Initiate and develop relationships with staff at the Jefferson and Dodge County child welfare system level.

### **Financial Management**

1. Oversee chapter budget and expand the financial resources of the program by working with local and state development staff to expand foundation, church, and private support.
2. Develop other fundraising activities and other events to promote the Safe Families for Children movement.
3. Manage the chapter's budget, ensuring that it operates within its resources.

### **General Duties**

1. Participate in all Safe Family staff functions, weekly meetings, and supervision.
2. Attract and retain good quality staff, following established Safe Families HR policies. Provide regular supervision and performance reviews.
3. Ensure that the database, website, etc are appropriately and thoroughly used and updated.
4. Participate in staff conferences, policy and practice development meetings and other relevant meetings as invited.
5. Maintain tracking/reporting of information pertinent to recruitment, training, clearing/certifying volunteers.
6. Participate in quality assurance/quality improvement activities as requested.
7. If contracts exist, ensure that they are delivered to a high quality and meet required performance indicators.
8. Other duties as assigned.

### **Qualifications:**

- Bachelor's degree required, master's degree preferred.
- Demonstrated skill in the following areas: public relations/public speaking, networking, recruitment and training, and administration /organization.
- This individual must be a self-starter, organized, autonomous, and assertive.
- Must provide own transportation.
- Must be willing and able to support the mission of Safe Families for Children.
- Must be able to lift up to 30 pounds
- Must be able to climb stairs

**Additional Desired Qualifications**

- Experience working with at-risk youth and families
- Experience recruiting, training, and mobilizing large groups of volunteers
- Experience collaborating with local faith communities and public and private sector organizations.

**Screenings:**

- The applicant must submit a criminal background check, a child abuse and neglect screening, submit fingerprints and maintain a cleared status throughout employment.
- The applicant must have a clear motor vehicle report in order to transport children or families.

I acknowledge that I have received a copy of my position description.

I certify that I am qualified and have the ability to perform the core responsibilities.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

