

Interfaith Community Social Services

Executive Director Position

This is a part-time position, 20 hours/week, 5 hours/day, Tuesday through Friday. Our open hours of operation are from 10:00 am until 1:00pm. The work schedule may be flexible.

The salary for this position is \$35.00/hour. Benefits consist of vacation time and sick leave.

While this position oversees all operations of Interfaith, the Executive Director is expected to have knowledge of all operations while allowing staff and volunteers to carry out the day-to-day duties. Business and/or supervisory experience is desirable.

Financial Management

- Encourage and coordinate with churches, public and private agencies, businesses, service clubs and individuals for financial support.
- Pursue additional funding as appropriate, including fund raising and grants.
- Serve on Financial Committee to assist Board in developing an annual budget.
- Bring unauthorized expenditures (not in budget) to the Board for approval.
- Receive community and personal donations and distribute accordingly.
- Stay apprised of all donations and oversee acknowledgement of donors when appropriate.
- Oversee all aspects of financial activity with the Financial Manager and/or Board Treasurer.

Community Outreach

- Seek and respond to opportunities to share and promote Interfaith.
- Assist and support Board members to understand their role in recruiting and sharing information in their respective churches.
- Attend and participate in community events in which Interfaith is able to share all aspects of Interfaith services.
- Represent Interfaith in written, spoken, or televised informational promotion opportunities.
- Engage in partnerships to provide services and resources that provide care for all citizens of Tuolumne County who are struggling in their day-to-day living situations.

Client Services

- Understand all services available at Interfaith and continually upgrade knowledge of community services, resources, and assistance services.
- Oversee all aspects of client assistance casework.
- Assure interviewers are adequately trained to answer general questions regarding Interfaith services and assistance, and they are able to make appropriate referrals for information, service, and resources.
- Meet with clients referred by other department staff or agencies as needed.
- Stay current with “out of area” programs that may be of value to integrate into Interfaith Service programs.

Operations

- Supervise all aspects relating to ICSS property including buildings, grounds, safety, and potential hazards or liabilities inside and outside property boundaries.
- Understand and comply with insurance requirements.
- Require, review, and if necessary, act on Incident Reports within 24 hours of occurrence.

Volunteer Management

Oversee the volunteer program. Assure the following guidelines are in effect:

- Maintain a current roster of volunteers.
- Maintain a current schedule of daily operations including which volunteers will be working in which department.
- Assure new volunteer refresher and department trainings are conducted as needed.

Reporting Responsibilities

- Prepare a Director's report for the monthly Board of Directors' meetings.
 - Assure all reporting requirements are timely met.
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The location of the work to be performed is at the Interfaith Office/Warehouse located at 18500 Striker Court, Sonora, CA 95370

If you feel you would be a good fit for this position, please refer to the instructions on “How to Apply” for resume instructions and how to submit your resume.

Applications will be accepted until the position is filled.

If you have any further questions, feel free to call the Interfaith office at (209) 532-0905.