

Leavenworth Interfaith Community of Hope  
311 Kiowa St  
Leavenworth, Kansas 66048  
913-530 4535  
vperkinsscl@gmail.com

## POSITION DESCRIPTION

**JOB TITLE**      **DIRECTOR OF WELCOME CENTRAL**

**EFFECTIVE DATE** 1/1/2020

**BENEFITS** Health Insurance is NOT provided. Personal leave is negotiated with CEO.

**COMPENSATION** Annual salary is \$30,000, paid monthly on first Tuesday of each month

**SCHEDULE** Monday through Thursday 10:00am – 3:00pm (closed on major holidays)

### QUALIFICATIONS

- College degree preferred
- Desire to work with individuals living in poverty
- Strong interpersonal and collaboration skills
- Flexible problem solver; quick thinker
- Prior experience supervising volunteers preferred
- Prior experience with direct service poverty programs preferred
- Good understanding of collaborative processes
- Prior experience with budget constraints

### DUTIES

- Train and supervise Welcome Central case management volunteers
- Oversee transportation services including dispatch service and drivers
- Maintain and distribute current program information required by case management volunteers
- Assist in development of Welcome Central program budget
- Monitor Welcome Central annual program budget
- Approve all Welcome Central expenditures
- Maintain records of Welcome Central case management services
- Ensure that all volunteers follow all policies and procedures of Community of Hope
- Attend all board meetings and make reports regarding Welcome Central
- Represent Welcome Central and Community of Hope to churches and community partners
- Other duties as necessary

### SUPERVISION

- Report to the Chief Executive Officer of the Leavenworth Interfaith Community of Hope.