



Community of Hope

Part Time Executive Director's Job Description

1. Executive Direction
 - a. Implement Board directives for the Community of Hope Programs primarily through delegation and collaboration with volunteers
 - b. Implement the programs as defined in the By-Laws, Process documents, and precedence and verbal directions from the board
 - c. Provide the day to day operational guidance to the volunteers
2. Client Responsibilities
 - a. Initial phone contact with client applicants
 - b. Provide applications to prospective clients
 - c. Get completed applications to Intake Leader
 - d. Support pre-selection interviews
 - e. Support Post Selection Meetings
 - f. Responsible for program fees from clients
 - g. Coordinate case managers
 - h. Consult and handle problems identified by case managers
3. Maintenance of Units
 - a. Arrange for any maintenance repairs for units
 - b. Coordinate unit clean up and lock changes between clients
4. Coordinate with the Board
 - a. Provide Monthly reports for the Board Meetings
 - b. Attend the Board Meetings and provide inputs on issues
5. Network with Community Services (also implemented by volunteers)
 - a. Attend the Brevard Continuum of Care or send an alternate
 - b. Meet with members of other Brevard Services in order to coordinate our activities and find new services for our clients