

**Title:** Center Director  
**Program:** The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene  
**Reports to:** Executive Director  
**Status:** Exempt  
**Salary:** DOE

**General Statement:**

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is the spiritual, emotional, and physical regeneration of all people.

**The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Kroc Center Coeur d'Alene Vision:** To build a community where everyone is given the opportunity to live a better life.

**Position Summary:**

The Center Director (CD) has the responsibility to successfully lead all area of the daily operations of The Salvation Army Ray and Joan Kroc Corps Community Center in Coeur d'Alene. In the absence of the executive director, the CD has full and direct responsibility for any and all venues of Kroc Center operations and programs assigned by the executive director. The CD works collaboratively with the executive director to advise and implement overall departmental and organizational goals, objectives, programs, procedures and policies. The role of the CD is to provide a consistent executive and ministry minded approach throughout all areas of the Kroc Center and to represent The Salvation Army.

**Duties and Responsibilities:**

- Direct supervision of all Departments Heads.
- Direct activities in TSA Kroc Center Development, Business, Facilities, Programs and Human Resources to optimize operational efficiencies in collaboration with executive director.
- Develop and implement program plans and budgets alongside directors.
- Maintain an operational standard of fiscally sound programs with an emphasis on year end surplus.
- Review and make recommendations in hiring, discipline, review, rewarding and terminating of staff.
- Meet regularly with direct reports to ensure efficiency of staffing and offerings as well as assisting with departmental needs.
- Collaborate with executive director to ensure compliance with TSA mission, policies, procedures and The Coeur d'Alene Kroc Center vision to optimize financial, program and ministry (outreach) performance.
- Attend regularly scheduled meetings at The Coeur d'Alene Kroc Center and DHQ, initiating meetings with staff as appropriate to ensure the fulfillment of the original Coeur d'Alene Kroc Center charter.
- Review all legal, insurance and property matters related to safe operation with the executive director.
- Work in cooperative manner with all Coeur d'Alene Kroc Center management, discussing problems which may be occurring within the facility or in programs of oversight.

- Assist the executive director with the development and maintenance of beneficial relationships with government, community and business leaders, funding agencies and advisory board.
- Serve on all advisory board committees as assigned by the executive director and attend in his absence.
- Assist director of human resources and review recommendations from all department in the recruitment, hiring, training, supervision, evaluation and development for all TSA Kroc Center Coeur d'Alene team members.
- Serve as part of the vision casting team for The Coeur d'Alene Kroc Center for present and future.
- Develop yearly goals for departments and The Coeur d'Alene Kroc Center as a whole. Reassess goals on a yearly basis.
- Work well with directors, managers, support staff and divisional team.
- Maintain an on-call presence for The Kroc Center Coeur d'Alene at all times.
- Attend weekly and monthly meetings.
- Maintain regular and punctual work attendance.
- Travel and speak as required for job duties.
- Strong interpersonal and communication skills. Able to generate, maintain and demonstrate a friendly, enthusiastic positive attitude.
- Respond professionally to requests and inquiries from guests, members and staff.
- Other duties as assigned.

### **General Qualifications and Proficiencies:**

- Bachelor's degree (Master's preferred) in a relevant field and 5-10 years of progressive supervisory experience in a community and ministry focused field.
- Current CPR and First Aid Certification (may be acquired upon employment)
- Proven success as an executive director, business director or upper management for a large organization.
- Engagement with the Coeur d'Alene Kroc Center Advisory Board.
- Strong motivational and management skills over multiple departments.
- Experience in coaching, mentoring and motivating groups through proven leadership skills.
- Must be a member of Kroc Church and assist in vision casting for corps programming and outreach.
- Must be able to work independently with a problem solving approach.
- Must have command of the English language and possess excellent verbal and written communications skills.
- Ability to develop and administer balanced budgets.
- Intimate and growing personal relationship with Jesus Christ.
- Ability to work in a fast-paced environment and maintain poise under pressure.

### **Physical Requirements:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, and pull objects and reach overhead.
- Ability to lift and carry 40 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

### **General Statements:**

The above is general in nature and is not intended to be exhaustive.

**Special Comments:**

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

**By signing this document, I agree that I am able and willing to perform this job as described.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date