

Operations Manager

New Beginnings – A Home for Mothers

JOB DESCRIPTION

Position: *Operations Manager* for *New Beginnings-A Home for Mothers* located in Milwaukee, Wisconsin (a not-for-profit organization sponsored by Christian Life Resources).

Description: The position of *Operations Manager* is a hired position assigned to assist the *Executive Director* in operating the ministry of *New Beginnings – A Home for Mothers*.

Job Requirements:

Spirituality: The *Operations Manager* must possess a deep level of spirituality, a love for God, His Word and His people. The *Operations Manager* of *New Beginnings* must accept the doctrine and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod.

Gospel Ministry: While the ministry of *New Beginnings* provides valuable and necessary training in many secular concerns, all operations are to emanate from and point to the Word of God. The *Operations Manager* is expected to model the principles of Scripture in her actions and words. The *Operations Manager* is to correctly administer God's Law and Gospel for the present and future betterment of all the residents. The ultimate goal of all operations is to help each resident walk closer with and in obedience to the precepts of God and to cherish the salvation they have through Jesus Christ.

Gender: The governing boards of Christian Life Resources and *New Beginnings* have recognized the importance of a woman filling the position of *Operations Manager*. The individual may be either single or married.

Interpersonal Skills: The *Operations Manager* is expected to serve with a level of discipline reflecting an allegiance to the mission and vision statements of Christian Life Resources as reflected in the ministry of *New Beginnings*. She must work well with, and under the direction of, the *Executive Director* of *New Beginnings*, as well as other *New Beginnings* and Christian Life Resources staff members to both receive and serve as an encouragement for each other. She should seek to reinforce and support the policies of *New Beginnings* to the residents as established by the staff and *New Beginnings'* Board of Directors.

Ability to Work Well with Teens and Single Mothers of Lower Income: An inability and/or dislike for working with teens and single mothers would make it impossible for anyone to serve in this capacity. "Working well" does not mean one must have all the answers but that one enjoys the opportunities and can face the particular challenges of working with single mothers of lower income. Staff should be open and willing to brainstorm ideas to improve daily life for residents at *New Beginnings*. Based on the needs of the residents at *New Beginnings*, policies may adapt overtime and should be enforced and supported by all staff at *New Beginnings*.

Scheduled Work Hours: The *Executive Director* will develop a monthly schedule and share it with the *Managers, Resident Assistants, Relief Staff,* and others as appropriate. The operations manager works 25 hours per week and has one “on call” night per week.

Variations in any established schedule are permitted on short notice upon the approval of the *Executive Director*.

As needed, the National Director of Christian Life Resources will call together the staff for meetings. Staff meetings are to include the *Executive Director* and the *Managers. Resident Supervisors, Relief Staff,* and others are not required to attend unless invited or asked to do so. The *Managers* may be expected to attend the meetings of the New Beginnings Board of Directors as well. Generally all of these meetings are held at the *New Beginnings* site.

Program Responsibilities:

General:

- Assist the *Executive Director* in screening, interviewing and providing insight into the selection of new residents
- Assist in conducting regularly scheduled events such as daily devotions, weekly group sessions, weekly individual Bible studies, weekly apartment checks, etc.
- Assure that the facility remains a safe and calm environment while on duty
- Provide discipline and guidance when needed
- Assist in networking with other local resources and non-profit agencies
- Provide transportation to worship services, doctor’s appointments, and group grocery store trips using the *New Beginnings’* vehicle or personal vehicle
- Answer the phone and door; lock/unlock the common areas; allow residents to check in/out; oversee weekly chores, etc.

Spiritual Development: Assist as needed with conducting daily devotions and Individual Bible Studies. Work with the *Executive Director* to identify areas of concern that require spiritual training for the residents and develop strategies to address those needs.

Screening Residents: Assist the Application Committee and *Executive Director* by being involved with screening interviews and provide other assistance as needed to evaluate potential residents.

Hiring and Overseeing Staff: Work cooperatively with the *Executive Director* to find Resident Supervisor replacements, conduct interviews, hire individuals for the Resident Supervisor position, conduct training sessions, and oversee Resident Supervisor progress. Work with the *Executive Director* to identify opportunities for internships at *New Beginnings* and promote internship positions. Conduct interviews for internship positions, collect weekly Progress Reports, and monitor internship progress.

Other: Work cooperatively with the *Executive Director* to handle additional duties as needed for running an efficient and effective ministry. The *Executive Director* and *Managers* should divide some of the duties in a manner that matches the unique skills and interests of each staff member.

Special Note: As a general rule, the staff should NOT provide child care services. Personal transportation of residents is also NOT permitted, unless approved by the *Executive Director*. Residents are encouraged to find their own child care services and to use public transportation. The vehicles belonging to *New Beginnings* are to be used for transporting

some or all of the residents to church or other New Beginnings group events. Only under extraordinary circumstances should staff provide transportation services for a resident. Under no circumstances are residents permitted to operate vehicles owned by *New Beginnings*.

Administrative Responsibilities: Assist the Executive Director with administrative duties as necessary and beneficial for the ministry. These tasks could include, but are not limited to, writing blog and newsletter articles, updating the Target Baby Registry/online wish list, organizing and keeping inventory of donations, and maintaining an organized office.

Operational Responsibilities: *New Beginnings* needs good oversight of the operations so the facility and grounds are maintained in a safe and attractive manner. Many of these duties (such as cleaning, yard work, apartment inspections and simple maintenance projects) can be handled by the staff. The *Operations Manager* should help with these duties as are reasonably possible.

Reporting Responsibilities: The *Operations Manager* reports directly to the *Executive Director*. She is also responsible to the *New Beginnings'* Board of Directors and ultimately to the National Director of Christian Life Resources.

Compensation/Benefits: The starting wage will be established by the national office of Christian Life Resources commensurate with experience. Hours per week will be established upon interest in the position.

Please contact Carmelita Aufdemberge at
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for additional information on the position and/or an application.