



## **Job Description – Recovery and Support Director**

**Reports to:** Next Gen and Recovery Pastor

**Classification:** Full Time (40 Hours)

**Exemption:** Exempt

### **Position Summary**

The Recovery & Support Director will provide structure for and oversee the day-to-day activities of the Recovery and Support Ministries. Primary responsibilities will include recruiting and coordinating volunteers and ensuring ministry events are well-executed.

### **Responsibilities**

- Serve as project manager for initiatives within the Recovery and Support Ministries, including:
  - Managing the development and implementation of new programs and initiatives to address the needs of individuals and families.
  - Establishing and executing procedures for producing successful Recovery and Support events such as Family Camp, Food Truck Sunday, etc.
  - Ensure the Recovery and Support team meets deadlines and expectations for internal and external projects.
- Recruit and train volunteers to assist with recovery and support groups and programs, including:
  - Assisting in establishing criteria for serving in Recovery and Support Ministries
  - Recruiting volunteers who display a passion for service and meet the established service criteria.
  - Developing and coordinating the application and interview processes for volunteers
  - Developing and executing onboarding procedures for new volunteers
- Provide ongoing support and supervision for these volunteers, including:
  - Meeting at regular intervals to gauge family and personal health in collaboration with the Recovery and Support Pastor
  - Scheduling and coordinating trainings to meet ongoing needs of volunteers, including ensuring quality delivery of trainings
- Direct the activities of recovery and support groups within the church, including:
  - Scheduling testimonies and ensuring testimonies are of high quality
  - Scheduling volunteers to serve in the necessary roles for quality ministry execution
  - Marketing and promoting ministries to FBC attendees and community members
  - Establishing new processes and procedures to create more efficient, effective ministries



- Maintain partnerships with area churches and ministries to share testimonies and stories
- Develop and execute processes for participants joining recovery and support groups as well as helping completers connect in other areas of the church, including
  - Establishing and executing procedures for newcomer intake
  - Establishing and executing processes for completers to determine next steps in engaging in the FBC community
  - Establishing and executing processes to connect completers with other FBC ministries
- Attend and participate in all required meetings and events.
- Develop personally through study, prayer, and fellowship.
- Develop professionally through Continuing Education and Conferences.
- Perform other activities as may be assigned as necessary for effective ministry.
- Other duties as assigned by Next Gen and Recovery Pastor

### **Skills**

- A strong developer of people; spiritual mentorship and Christian leadership.
- Competent in administrative tasks such as budgeting, scheduling, etc.
- Strong project manager
- Ability to work collaboratively with ministry leaders and volunteers

### **Attitudes and Personality**

- A passionate Christ-follower who is spiritually mature, humble, and teachable.
- Full acceptance of our doctrinal statement, values, vision, and strategy

### **Work Hours and Expectations**

40 Hours a Week; with ministry activities occurring primarily on Sunday mornings, Monday and Wednesday Evenings. Typical non work days are Friday and Saturday.

*All employees may be required to perform other duties or attend church events outside of their standard responsibilities as needed to support the church's mission and vision.*

