

**Christian Job Corps of Kendall County**  
**CHRISTIAN MEN'S JOB CORPS PROGRAM DIRECTOR PD**

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**Job Summary:** The Program Director develops, implements, and evaluates the program budget, services, content, processes, timelines, training, personnel (volunteers and/or staff), networks, equipment, and supplies required for a fully functioning Christian Men's Job Corps program within a Christian context.

**The goal of the CMJC program:** is to introduce each man to the saving grace of Jesus Christ and to equip him with the knowledge, skills, encouragement, and direction he needs to be employed in today's workforce and/or to attend further education or training.

**Reports to:** Executive Director and complies with organizational and program policies and procedures.

**Program Responsibilities:**

- Provides or creates written:
  - Operational plan and key program components to run the CMJC program from initial client contact to client release
  - Core curriculum, ancillary curriculum, and home-based and computer-based instructional packets with pre and posttests/assessments/inventories
  - Training plans, job descriptions, and guidelines for volunteer receptionist(s), coaches, instructors, and employers
  - Calendars/timelines and times for all program services
  - Program budget for services
  - Evaluation tools for program outcomes
- Recruits and trains sufficient volunteers to provide essential program services
- Networks and expands collaboration in the greater Kendall County community to recruit clients, program partners, volunteers, and employers
- Oversees the efficiency of daily program services
- Trains and supervises assigned staff and/or volunteers
- Captures essential database information for communicating with all contacts
- Tracks all program outcomes
- Communicates outcomes, changes, issues, and resolutions with supervisor and/or board
- Maintains equipment and supplies used for program

**Training Requirements:**

- Attends CMJC Level I training within one year and Level II training within two years of hire
- Updates self on employment practices, workforce trends, standard technology, and training applications to keep the program current