



Director of Community Resources Job Description

Job Description: The Director of Community Resources (DCR) oversees the strategic development and implementation of Alpha Center's non-medical programs and events, and manages the volunteer program's full lifecycle. As a member of the Leadership Team, the DCR serves as the primary liaison to external community organizations, identifying and addressing gaps in client care. This role ensures seamless integration of internal and external resources to provide holistic, mission-aligned support for every client.

Terms of Employment: Part-time/Full-time (25 - 32 hours/week), permanent position, \$25/hour with increase to \$26 after introductory period

Reports to: Director of Operations

Supervises: Parent Success Coordinator (Direct report), Various volunteer roles for events and programs (program leads)

Consults With: Patient Resource Leads, Marketing, and Executive Director

Major Responsibilities:

I. Program Development & Continuity of Care

- Resource Integration: Assist clients in navigating internal programs (e.g., parenting classes, material support) and in making referrals to external community resources (e.g., housing, Medicaid, counseling, and food assistance).
- Gap Analysis: Continuously assess program effectiveness and identify community trends to develop new initiatives that "fill the gaps" in client support.
- Oversee the Parent Success position and its classes/programs to ensure participation and effectiveness.
- Continuity of Care: Ensure that referrals to outside organizations are documented and that follow-up is completed to maintain AAAHC standards for patient coordination.

II. Volunteer Management & Onboarding

- Strategic Placement: Oversee the onboarding, vetting, and placement of all organization-wide volunteers to ensure their skills align with the Center's needs.
- Leadership Development: Supervise and mentor volunteer program leads and staff to foster a culture of spiritual growth and professional excellence.
- Compliance & Records: Maintain accurate volunteer files, ensuring that all required background checks, confidentiality agreements, and training logs are complete and AAAHC-compliant.

III. Community Relations & Networking

- External Liaison: Build and maintain formal partnerships with local non-profits, government agencies, and churches in the Fort Collins area to expand the Center's referral network.
- Public Representation: Represent Alpha Center at community resource fairs and networking events to promote the Center's mission and programs.
- Interdisciplinary Collaboration: Work closely with the Patient Resources and Medical teams to ensure a unified approach to client care.

Qualifications:

I. Spiritual & Mission Alignment

- **Christian Witness:** A committed Christian who demonstrates an established personal relationship with Jesus Christ as Savior and Lord and is an active participant in a local church.
- **Mission Integrity:** Exhibits a strong commitment to the sanctity of all human life and to biblical sexual purity.
- **Fidelity to Vision:** Adheres wholeheartedly to Alpha Center's Statement of Faith, core values, mission statement, and policies.
- **Servant Leadership:** Demonstrates a heart for ministry by providing spiritual leadership and discipleship to staff and volunteers.

II. Strategic Networking & Professionalism

- **Cultural Researcher:** Exhibits a strong willingness to network, research, and study current cultural trends to ensure Alpha Center programming remains relevant and excellent.
- **Interpersonal Excellence:** Possesses exceptional interpersonal, administrative, and organizational skills and able to bridge the gap between faith-based mission and community needs.
- **Multitasking Proficiency:** Highly capable of managing multiple programs, volunteer needs, and community partnerships simultaneously without compromising quality. This may entail working on Saturdays when volunteers and community centers are available and operational, and working primarily from the Love FOCO building, with main meetings at the main location (in person or via Zoom).

III. Compliance & Technical Competency

- **Regulatory Compliance:** Strictly adheres to state-mandated client confidentiality and is committed to maintaining all necessary credentialing standards, including AAAHC and OSHA requirements.
- **Technical Literacy:** Demonstrates proficiency with Microsoft Word, Excel, and Google Apps; able to navigate and maintain records in the Center's data management systems.
- **Operational Readiness:** Maintains a flexible schedule to support community events and staffing needs, including occasional evenings or weekends.

IV. Professional Requirements

- **Ministry Experience:** Minimum of **two (2) years** of experience as an overseer of programs in a ministry setting.
- **Technical Proficiency:** Proficiency in **Google Suite** and learning company software.
- **Core Skills:** Exceptional attention to detail and strong skills in follow-up, interpersonal communication, public speaking, and writing.
- **Leadership Traits:** Proven ability to work independently with high autonomy and to provide discipline or direction when necessary.

Why This Role Matters

You ensure no client "falls through the cracks." By connecting the clinic's medical side with community resources, programs, and a dedicated volunteer team, you provide the long-term support clients need to thrive.