



Executive Director's Goal:

The Executive Director's goal is to ensure the well being and operation of the organizational aspects for the ministry of Rachel's Home. To allow the House Parent(s) the liberty of concentrating their efforts toward establishing a home environment and ministering to the client(s) at Rachel's Home.

Executive Director's Duties: (include, but are not limited to)

- Coordinate activities between the home and various social, religious, and health related services.
- Coordinate volunteers, and ensure adequate time off for the House Parent(s).
- Cooperate with House Parent(s) and/or board members in interviewing and facilitating new clients.
- Help to schedule and/or transport the clients to clinical, educational, religious, and civil appointments.
- Coordinate and perform office tasks, and responsibilities, as needed.
- Contact and/or speak at churches, businesses, social groups, functions and events. To raise awareness of Rachel's Home, and encourage financial, volunteer, and material donations.
- Facilitate and/or ensure the raising of funds for the ministry.
- Prepare the newsletter and assist in developing outreach materials as needed.
- Give a written report of activities, issues and concerns to the board during scheduled staff meetings.
- Ensure conduct throughout the ministry follows the law and biblical ethics and morals.
- Coordinate and assimilate changes within the ministry and/or home as needed.
- Cooperate with House Parent(s) and board members to coordinate ministry efforts, and schedules.

Executive Director's Hours:

The Executive Director's hours will be approximately 15 – 20 hours a week. There will be no paid vacations and no workmen's compensation time. Scheduling will be up to the Executive Director and can be flexible, but the Executive Director's hours must provide availability to the House Parent(s). There are no paid sick days or any other time off. The Director can have 4 weeks of vacation time per year, without pay.

Executive Director's Pay:

The Executive Director's pay is \$7.50 per hour, paid every two weeks. A time sheet will be turned into the treasure after the two week period. Date of employment and date of pay will be set by the board. There will be a 90 day review at which time the Executive Director will be evaluated. The Executive Director will be paid after all other bills and responsibilities are paid. If Rachel's Home does not have the funds available it will pay the Executive Director an accumulative payment when the funds are available.

Executive Director's Notice:

A two week notice will be given should the Board of Directors decide it is in the best interest of Rachel's Home to terminate the Executive Director. The Board of Directors desire no less than a two week notice in the event the Executive Director should decide to leave.