



JOB TITLE: Program Director, Foot Care for the Souls

REPORTS TO: Executive Director, St. Francis Seraph Ministries (SFSM)

PURPOSE: The Program Director coordinates and executes the foot clinics for the Foot Care for the Souls program. The Program Director will work with the executive director, other SFSM staff, and volunteers to manage the operations and services provided by this program in accordance with the standards and methods established by our organization.

JOB RESPONSIBILITIES: The Program Director is responsible for overseeing and managing the foot care clinics. Specific duties include:

- Schedule and work assigned times when foot clinics are scheduled.
- Facilitate the onboarding and training of new volunteers.
- Coordinate tasks necessary for foot clinics, including arrival time and parking for volunteers; registration of clients ('guests') for clinic service appointments; monitoring of foot care process and guests; and assistance to clinic volunteers and/or guests, as needed.
- Manage clinic schedules and coordination of volunteers.
- Identify and purchase clinic supplies, as needed.
- Attend monthly staff meetings and trainings as well as special events.

Other Responsibilities:

- Complete all necessary paperwork in a timely manner, including logging volunteer hours, turning in receipts, etc.
- Must be able to work some flexible hours when needed.
- Must be available for a flexible work schedule when special events are underway.
- Must have reliable transportation and a valid driver's license.
- Must be able to travel to meetings and/or trainings, as needed.

EDUCATION/EXPERIENCE: 1-3 years previous management experience or 1-3 years nonprofit experience. Associate's degree preferred, but not required.

COMPENSATION: Part-time hourly wage TBD, based on work experience.

These job responsibilities represent the essential and most significant duties of this position. This job description does not exclude other possible work assignments, directives, or responsibilities not mentioned herein.

Applicants: Please send a cover letter and resume to **Ms. Annise Anderson at AAnderson@sfsministries.org**. On the subject line of your email, please type **Program Director – Foot Care**. Thank you.

**St. Francis Seraph Ministries
1615 Republic Street
Cincinnati, Ohio 45202**