

Connecting Caring Communities Haven House Director Application Packet



Connecting Caring Communities is seeking a full-time, qualified and motivated individual to lead efforts for its Haven House strategy beginning the summer of 2008.

WHAT IS CONNECTING CARING COMMUNITIES?

Connecting Caring Communities (CCC) exists to create meaningful relationships that foster safe, caring, whole communities. We bring together caring people from all walks of life. Why? Because we believe true community renewal changes the world—one neighbor at a time. CCC is a faith-based, comprehensive community initiative in Abilene, Texas. We were established as an independent non-profit organization (501(c)(3)) in December 2005. We are modeled after the highly successful community renewal model of Community Renewal International in Shreveport, Louisiana.

Our community renewal model includes three, simple strategies. Our **Caring Team** works citywide to unite businesses, churches, civic groups, residents and others as caring partners building a stronger city. **Haven House** volunteers unite neighbors on the block where they live. **Friendship Houses** are homes in target areas and lived in by CCC staff—families who help turn vulnerable neighborhoods into havens of hope.

CCC is fairly new, but is a growing and healthy organization. We are community partners with many local organizations, churches, foundations, and individuals who support our work through word, action and financial gifts. We are proud of the impact we have already made since first beginning our community renewal work in Abilene in 2002.

Learn more about Connecting Caring Communities and our work at [WeCareAbilene.org](http://www.WeCareAbilene.org).

HAVEN HOUSE DIRECTOR POSITION

CCC's Haven House strategy brings together caring residents who are willing to reach out to their neighbors. Leaders are volunteers who turn strangers into friends on the block where they live, and their houses are marked by a "We Care" sign in their yard. This strategy is for every neighborhood in Abilene because the need for building relationships crosses economic, racial and social boundaries. Haven Houses are visible to others and commit to the process of remaking community at the base-level. Equipped for effectiveness, these residents work to build a strong network of relationships within their neighborhood that spills over into work, hobbies, volunteerism, health and every aspect of life.

The Haven House Director will lead CCC's efforts in volunteer management including enlisting, equipping and encouraging Haven House leaders throughout the Abilene community.

We seek to fill this position as soon as possible. If you have questions, you may contact Brad Carter, executive director, at brad@wecareabilene.org or call CCC at 325-232-8241.

Connecting Caring Communities
HAVEN HOUSE DIRECTOR
JOB DESCRIPTION



Reports to: Executive Director

Haven House Strategy

- Develop and implement plan for enlisting, equipping and encouraging Haven House leaders (volunteers) to meet set Haven House goals and outcomes.
- Work with community coordinators to enlist, equip and encourage Haven House leaders in Friendship House neighborhoods.
- Plan and implement regular Haven House recruitment events, trainings and celebrations.
- Develop and provide tools and materials necessary for enlisting, equipping and encouraging Haven House leaders
- Maintain regular communication and contact with Haven House leaders and potential leaders
- Complete data collection and updating to ensure tracking of outcome measurements and evaluation

Volunteer Management

- Develop a plan to enhance CCC's volunteer management systems
- Be lead staff member to recruit, train and encourage volunteers throughout the organization
- Complete data collection and updating to ensure tracking of outcome measurements and evaluation
- Help CCC meet volunteer management standards in leadership, resources, planning and infrastructure, volunteer engagement, measurement and evaluation, and recognition.

Administrative

- Work with staff to develop a budget for the Haven House strategy and volunteer management
- Monitor the progress of the established budget and adjust plans as necessary
- Work with staff to keep records updated and maintained
- Provide assistance as necessary in the CCC administrative office

Other

- Develop partnerships for community renewal with interested individuals, families, groups and agencies
- Participate in scheduled staff meetings
- Attend meetings of agencies and organizations, as appropriate, as a representative of Connecting Caring Communities
- Complete tasks as assigned by the executive director
- Participate in continuing education and training opportunities

Requirements

- Demonstrated ability to manage and oversee others
- Advanced level in writing, editing and public speaking skills.
- Proficiency with Microsoft Office Suite
- Successful candidates will be diplomatic, discreet, organized, creative, results oriented, excellent communicator and able to inspire. Demonstrate a willingness to be a team player.

Compensation

- Salary approximately \$28,000.
- Benefits include health insurance, paid vacation, sick/holiday leave, and other benefits in accordance with the Employee Handbook.

Contact

For inquiries or to submit the attached application, please contact

Brad Carter, *Executive Director*
Connecting Caring Communities
402 Cypress St, Ste 420
Abilene, Texas 79601
325-232-8241
brad@wecareabilene.org

**Connecting Caring Communities
Haven House Director
Application for Employment**



EMPLOYEE INFORMATION		
Name	Home Phone	Cell Phone
Address	E-mail	

EDUCATION
Please list educational diplomas, degrees, certificates earned or in progress. Include program, school and year.

CURRENT EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact your current employer? Yes No	

PREVIOUS EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact this employer? Yes No	

PREVIOUS EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact this employer? Yes No	

REFERENCES – Please list at least two non-family members as references.			
Name	Phone	Email	Relationship
Name	Phone	Email	Relationship
Name	Phone	Email	Relationship

How and what do you know about Connecting Caring Communities and its work?

Why would you like to have this position?

If hired, what gifts, skills, experiences and qualities would you bring to this position?

The information provided on this application is accurate and true. _____
 Date: _____

***Please submit completed and signed application to Connecting Caring Communities;
 Attn: Haven House Director position; 402 Cypress St, Ste 420; Abilene, Texas 79601***