

Program Manager - Ministry & Service Area Support

The Program Manager – Ministry & Service Area Support will be an integral part of the Support Staff Team, assisting in the facilitation of all Mountain T.O.P. programs, specifically regarding service area operations. This position will also provide program support as well as summer staff oversight. This position reports to the Service Area Manager or Executive Director, as appropriate.

Minimum Qualifications

- An understanding of and commitment to the values and philosophies of Mountain T.O.P., including the service area and communities
- Excellent communication skills, both written and verbal
- Aptitude in all aspects of leadership, including spiritual
- A general knowledge of construction, project estimation, project management and material procurement and delivery
- Basic computer skills required (Microsoft Office, Google Applications, Salesforce)
- Undergraduate degree required
- Tennessee Contractors License preferred or a willingness to get required certifications

Responsibilities will include, but will not be limited to the following:

Field Operations

- Manage all aspects of project life cycle, from procurement to close out of all programs
 - Develop cost estimates and manage project budgets
 - Ensure quality work is being performed according to industry codes and best practices
 - Develop and manage project schedules with respect to volunteer availability
 - Maintain proper record keeping for projects (Salesforce, grant applications/paperwork, etc.)
 - Participate in and oversee acquisition of data through surveys for ministry outcomes measurement
- Build and maintain relationships with county contacts (e.g. suppliers, community advocates, grant officers)
- Support Summer Staff Field Managers during summer operations in conjunction with Camp Directors
- Ensure effective public relations throughout the all of the Mountain T.O.P. Service Area

Facility Expansion & Maintenance

- Oversee the construction of capital facility projects at both camp locations
 - Self-perform as needed to supplement volunteers
- Assist with minor facility maintenance as required
- Prepare detailed drawings and material take-offs for all major projects
- Develop project cost estimates and budgets

Program

- Serve as a member of the Program Team for ministry activities (camps, retreats, special activities).
- Assist in the development of training sessions and lead applicable sessions
- Be a spiritual leader and mentor to staff & participants by sharing devotionals, messages in worship and leading groups in prayer
- Help facilitate groups in adventure activities (ropes course, etc.)
- Assist Program Manager - Recruiting & Public Awareness at promotional events and recruiting as necessary

Benefits

Mountain T.O.P. provides the following benefits at no cost to the employee:

- Health, Dental, Vision, Disability and Life
- 401K Pension

- Use of ministry vehicle for ministry business
- Transportation reimbursement (Explicitly for ministry use of personal vehicle)

Time Requirement

Full-time Year-round Position (Exempt classification)

Term of Employment

Minimum three-year commitment requested.