

## Job Description: Workshop Manager, Works



### General Description

This position will be responsible for:

- † Leading, managing, and holding team members accountable within the Well Works program; managing production, staffing, customer service, and logistics related to all production scheduled through Well Works.

### Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

<p><b>1. Jesus Centered</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proclaims Jesus as Lord and Savior</li> <li><input type="checkbox"/> Spends time in the Bible</li> <li><input type="checkbox"/> Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving)</li> <li><input type="checkbox"/> Offer prayers for the ministry, those we serve, and teammates</li> <li><input type="checkbox"/> Seeks Jesus in our personal journey</li> <li><input type="checkbox"/> Celebrates that my personal journey with Jesus is unique to me</li> </ul>	<p><b>2. Servant Hearted</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control)</li> <li><input type="checkbox"/> Supports others by putting their interest ahead of our own</li> <li><input type="checkbox"/> Lends a hand when it is needed</li> <li><input type="checkbox"/> Helps others even when it is uncomfortable</li> </ul>
<p><b>3. Relational</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An active listener who is present in the moment</li> <li><input type="checkbox"/> Willing to step toward a new relationship and engage with people not like us</li> <li><input type="checkbox"/> Gets to know teammates (families, gifts, etc.)</li> <li><input type="checkbox"/> Speaks positively about and encourages teammates</li> <li><input type="checkbox"/> Builds others up and spurs teammates on in ministry</li> <li><input type="checkbox"/> Believes the best in others</li> </ul>	<p><b>4. Kingdom Minded</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has the eyes to see individuals and how God created them</li> <li><input type="checkbox"/> Unshockable in what the world throws at us</li> <li><input type="checkbox"/> Focuses on God's glory with an eternal mindset</li> <li><input type="checkbox"/> Has a goal of advancing the gospel on earth and reaching the lost</li> <li><input type="checkbox"/> Willing to partner with other kingdom minded organizations</li> </ul>
<p><b>5. Passionate for the Ministry of the Well</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sees role within the ministry as a calling</li> <li><input type="checkbox"/> Stands firm in ministry and unshakeable in the day</li> <li><input type="checkbox"/> Advocates for the mission through words and actions</li> <li><input type="checkbox"/> Holds teammates accountable to the mission</li> <li><input type="checkbox"/> Moves forward as a united team when a decision is made</li> </ul>	<p><b>6. Growth Minded</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has a desire to be a life-long learner</li> <li><input type="checkbox"/> Open minded and seeks to understand the perspective of others</li> <li><input type="checkbox"/> Recognizes that personal growth feeds organizational growth</li> <li><input type="checkbox"/> Recognizes that the way things are is not how they will be and is open to change</li> <li><input type="checkbox"/> Has the courage to step forward into the new and unknown</li> </ul>

## Desired Spiritual Gifts (*1 Corinthians 12:1-31; Romans 12:1-21*)

- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example and with clear direction and wisdom
- † **Hospitality:** To warmly welcome people to better serve those in need
- † **Evangelism:** The ability by the Holy Spirit to clearly and effectively communicate the Gospel of Jesus Christ to others
- † **Mercy:** Patient and compassionate toward those who are suffering or afflicted.

## Key Areas of Responsibility

1. LMA (Lead/Manage/Accountable)
  - Takes ownership in providing positive accountability for the Well Works program to remain true to the mission and vision and an eternal big picture Kingdom mindset. Holds team members accountable to the Well Leadership Covenant.
  - Leads Well Works operations to ensure that established processes and procedures are carried out to maintain effectiveness and efficiency of operations.
  - Provides effective communication to the Resource Center team to ensure all Works clients are aligned with the program mission and to provide clarity and direction when questions arise.
  - Ensures Well Works team members are trained and onboarded well and engage in focused development and training opportunities to help each team member grow and learn the skills & abilities needed that would meet the goals of the Well Works program.
  - Displays a passion for sharing the gospel with all clients that engage with Well Works. Shares individual faith story in natural and authentic ways.
  - Leads by example and encourages Well Works team members.
  - Creates a culture that values each member and promotes safety for Well Works team members.
2. Production Management
  - Manage Safety, Quality, Productivity, Cost, & Teamwork within Well Works site.
  - Responsible for ensuring that production meets/or exceeds the demand.
  - Monitor's operations, collects and analyzes data, and implements continuous improvements to reduce inefficiencies and waste.
  - Presents operational data to Director of Works and COO.
  - Ensures adequate staffing levels (clients and volunteers) to meet production needs.
3. Customer Service
  - Leads Well Works local team with a key focus on ensuring all customers are provided with a positive service experience.
  - Ensuring that the product delivered meets or exceed the customers' expectations for quality and on time delivery.
4. Logistics
  - Ensures adequate staffing through clients or volunteers to meet shipping deadlines.
  - Communication with appropriate parties for inventory management, shipping schedules, and staffing schedules.
  - Maintains equipment to ensure operational safety, reduce downtime and ensure quality of output.