The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a Service Center Director for the Central Oklahoma Area Command, located in El Reno, Oklahoma.

**Job Summary**

Serves as Service Center Director in Canadian County by interviewing clients to determine need and eligibility to receive services; prepares accurate and complete client records; refers clients to community agencies and maintains effective working relationships with the same; ensures compliance with program policies and procedures; recruits, trains, coordinates and supervises volunteers; supervises all activities involved in the Christmas Kettle Fundraising Program including recruiting and training kettle workers and maintaining contact with merchants whose businesses are potential kettle locations.

Gathers and maintains an array of statistical reports representing the programs and activities in Oklahoma, Cleveland and Canadian counties; ensures statistical information is recorded and reported to the Divisional Headquarters in an accurate, complete, and timely manner; serves as a resource for statistical data and informative reports.

**Knowledge, Skills, and Abilities**

- Knowledge of social service resources and agencies in the community.
- Ability to communicate effectively with clients, co-workers, and with members of the community at large.
- Ability to work independently in the absence of direct supervision.
- Ability to think clearly and quickly in order to maintain control of client caseload.
- Ability to effectively and efficiently work on multiple cases at the same time without becoming frustrated or disorganized.

**Education and Experience**

BA/BS in a Human Services/Human Relations/Social Services Discipline preferred, AND two (2) years’ experience working in a social or public service environment with experience assisting the public, OR any equivalent combination of training and experience that provides the desired knowledge, skills and abilities.

**Certifications/Licenses**

Valid State Driver's License

**Physical Requirements/Working Conditions**

Work is performed in a normal office environment where there are little or no physical
discomforts associated with changes in weather or discomforts associated with noise, dust, and the like.

Additional Comments

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply via Indeed: Salvation Army Jobs, Employment in Oklahoma City, OK | Indeed.com