

Part-time Executive Director Tri-County Visitation and Exchange Center

Tri-County Visitation and Exchange Center is accepting applications for the part time Executive Director position. The Director is responsible for the day to day operation of the program, the achievement of program goals, the maintenance of interagency and community relationships, and fund raising to support the program. Weekly supervision is provided by Tri-County Visitation/Exchange Centers Board of Directors via email or phone.

Additional responsibilities include:

Setting up and maintaining scheduling of staff and visits/exchanges for clients on a monthly basis, Securing training opportunities for staff members, including making all the travel arrangements, Providing timely responses to phone messages on a daily basis, Working with the Tri-County Visitation/Exchange Board, Family Services Protection Board, and other agencies throughout the community, Reporting to the Boards on accomplishments, developments, and activities, Promoting and facilitating utilization of the centers by Family Court, Attorneys, DHHR, and others, meeting all reporting requirements for current grants and involvement in seeking out future grant opportunities for the program. Experience writing and managing grants is preferred.

Interested individuals can obtain an application online at http://www.upshurcounty.org/government/commission_office/job_postings.php. Applications will be received until the position is filled. There will be a background check done on each applicant.

Please send applications to the following address:

Tri-County Visitation and Exchange Center

111 Court Ave

Weston, 26452

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or handicap. Upshur County has established a drug free and tobacco free work environment