



Brick House Network Leadership Positions

Director

The Director provides the overall vision, direction, and final decision-making for Brick House Network. This position oversees leadership, partnerships, organizational growth, and the successful operation of all BHN programs and services.

Assistant Director

The Assistant Director supports the Director and helps oversee daily operations. This individual must understand business operations, organization, and team management.

Key responsibilities include:

- Coordinating errands, inventory, assignments, and operational needs
- Providing the General Manager with accurate and timely information
- Monitoring projects and ensuring instructions are carried out
- Assisting with scheduling, problem-solving, and team accountability
- Assuming leadership responsibilities when the Director is unavailable

General Manager

The General Manager must be relatable, dependable, organized, and firm when necessary. This person will lead Brick House Network Ambassadors during missions, events, assignments, and community activities.

Key responsibilities include:

- Leading and supervising Ambassadors during each mission
- Assigning responsibilities and communicating expectations
- Confirming attendance, dress code, supplies, and transportation

- Maintaining professionalism, discipline, and team morale
- Reporting progress, incidents, and performance concerns
- Ensuring every mission is completed safely and successfully

Treasurer

The Treasurer manages and monitors the organization's financial activity. Candidates should have experience in business management, bookkeeping, finance, or accounting. Tax preparation experience is a strong advantage.

Key responsibilities include:

- Recording income, expenses, donations, and program funds
- Preparing financial summaries and maintaining accurate records
- Monitoring budgets, invoices, receipts, and reimbursements
- Tracking Brick House Bucks and related account activity
- Assisting with tax preparation and financial compliance
- Providing transparent financial reports to the Director

Secretary/Dispatcher

The Secretary/Dispatcher serves as the first point of contact between customers, participants, and Brick House Network. This person must be professional, knowledgeable, patient, and able to communicate clearly.

They must be prepared to answer questions regarding:

- Youth Opportunities
- Online orders and order status
- BHN-hosted events
- Brick House Bucks
- Customer and member account information
- Ambassador availability and assignments

Additional responsibilities include:

- Answering calls, emails, messages, and customer inquiries
- Scheduling appointments, assignments, and service requests
- Dispatching Ambassadors and communicating mission details
- Maintaining customer, participant, and organizational records
- Forwarding urgent matters to the appropriate leader
- Following up with customers after services or events are completed

All leadership candidates should demonstrate dependability, confidentiality, professionalism, strong communication, and a genuine commitment to Brick House Network's mission.