

Nick's Place

Program Coordinator Position Description

Nick's Place is a Recovery Home for young men 20-26 years of age who have completed treatment for the disease of addiction. We provide a clean, safe, sober **Affordable** home to our residents for a period of 6-12 months. Under the leadership of its board and founding Executive Director, Nick's Place has developed a track record of significant accomplishments since its inception in 2000.

The Program Coordinator is a diverse position that requires that the individual have a commitment to the development of young adults, an understanding of the recovery process, and highly organized with a strong ability to take initiative in managing a variety of tasks. The Program Coordinator will also need to practice patience and have a sense of humor! Before Applying we encourage you to visit our website www.nicksplace.org to learn about our history, culture, and program.

REPORTS TO: Deputy Executive Director

REQUIRED HOURS: Full-time Monday through Friday. 10:00am - 6:30pm

BENEFITS:

Health Insurance

Ten paid personal / Vacation days per year

Opportunity to attend professional development programs

SALARY: \$30,000 - \$40,000 Commensurate with experience, knowledge and skill

REQUIRED SKILLS:

Must have a working knowledge of the 12 steps.

Must have a valid driver license and reliable transportation

Minimum High School Diploma (bachelor's degree preferred)

Must be proficient in, Google Drive or Microsoft Office

Must have good written and communication skills

RESPONSIBILITIES: The key responsibilities of the Program Coordinator are:

I. Resident and Family interaction

1. Assist in interviewing prospective residents
2. Assisting residents in employment searches; including helping with resume and application preparation
3. Keep residents on task and accountable in all aspects of life and recovery
4. Conduct daily, weekly and monthly room and household inspections
5. Perform random drug screens
6. Assisting and leading the nightly dinner program
7. Schedule and conduct resident one-on-one meetings
8. Provide direction and guidance in problem solving, decision making and recovery
9. Assisting the residents in locating social services and medical assistance
10. Answering questions, giving updates and guidance to residents family members

II. Facility Upkeep

- a. Oversight and upkeep of all house operations
- b. Fixing and teaching residents how to fix minor maintenance issues
- c. Arranging maintenance requests when necessary
- d. Organize all aspects of the household
- e. Help shop for most food and household supplies
- f. Identify and accomplish daily tasks

III. Administrative Responsibilities

- a. Contact Treatment Providers to announce openings and build relationships
- b. Help in the development, maintenance and formatting of standard documents and forms
- c. Assisting in marketing and social media. Developing and distributing marketing materials, taking pictures and videos, writing and being involved in social media posts, other tasks as assigned
- d. Assist in solving day-to-day problems
- e. Assist in the coordination and scheduling of interns, volunteers and professionals
- f. Help new employees get acclimated to our process and culture
- g. Daily pickup of mail and packages from UPS

IV. Other Duties As Assigned

Please email AndrewMalone@NicksPlace.org with questions. If interested in applying, please send your cover letter and resume in PDF or Word format to the same email with Program Coordinator in the subject line.