



## Program Coordinator

TITLE: Program Coordinator  
CLASSIFICATION: Full Time  
SUPERVISOR: Director of Shepura Men's Center

### **POSITION SUMMARY:**

The Program Coordinator job generally centers on the facilitation of the two primary ministries of the Shepura Men's Center: 1) the men's residential recovery program and 2) short-term overnight housing for men in need. The position seeks to provide the framework and structure for the men's center recovery program, which will allow the chaplains to carry out the spiritual nature of the men's center ministry.

### **SKILLS:**

- Must be able to communicate effectively and professionally in both written forms and by telephone. Must have experience with Internet and email
- Must possess organizational and interpersonal skills. Must be able to work autonomously and as a member of the interdisciplinary team
- Must excel in planning, multi-tasking and implementing multiple projects
- Must pay attention to detail and be task-oriented
- Demonstrate group-based teaching experience in a multi-cultural, adult-educational setting

### **SPECIFIC TASKS:**

- Conduct initial intake interviews to determine the suitability of a candidate entering the men's residential recovery program
- Work with the resident manager in the organization, assignment, and supervision of program residents in specific classes, study halls, program jobs, and other areas as needed
- Maintain an active file on all program residents, ensuring participation, compliance, and reasonable progress
- Create and maintain a database (the roster) for all program residents covering all areas of program participation
- Provide accountability for the program residents' progress throughout the program by monitoring attendance in each of the responsibilities assigned

Disclaimer: This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.

- Collect disciplinary write-ups regarding program participants and administer appropriate disciplinary measures up to the point of dismissal (dismissal issues are handled by a committee)
- Maintain a current record of demerits received by program residents
- Facilitate the applications of those seeking to continue from one phase of the program to another
- Be available for counseling and mediate conflicts involving program residents
- Develop and oversee the structure for processing overnight guests and their accommodations
- Deal with the issues presented by housing a transient population within the Mission's facilities (e.g., bag storage, medicine, cold weather allowances, etc.)
- Help the men's center director to administer grants to program residents
- Oversee the control and distribution of medicine
- Oversee the control and distribution of clothes in the clothes closet
- Write vouchers to our Mission Possible Bargain Centers for any needed items
- Oversee and control the library
- Maintain adequate supplies for the function of the Shepura Men's Center
- Maintain and submit monthly statistical information for the preparation of monthly reports
- Assist in maintaining the physical structure of the men's center campus with regard to safety, cleanliness, and standards compliance

#### **QUALIFICATIONS:**

Bachelor's degree in counseling, religion, education, or related field and five years of experience in the areas of adult or secondary education, nonprofit faith-based ministries, or equivalent combination of education and experience in a similar field.

#### **OTHER:**

Must be able to work a varied work schedule based upon agency needs/demands. The position requires a commitment to organizational biblical scriptural teaching and our training philosophy as outlined in the "Statement of Faith."