

PROGRAM COORDINATOR

Organization Type: Non-Profit, Faith-Based, 15 Employees

Direct Report: Executive Director

Pay Rate: Full-Time Salary

Paid: Bi-Monthly

Benefits: PTO

Hours: 40 hours weekly; hours may vary to assist residents

Travel Requirements: Moderate

Education: Preferred, but not mandatory: Individual who possesses a bachelor's degree from an accredited college or university in behavioral or social sciences, social work, psychology, counseling, or a related field and has two years of experience in the field of human services.

Summary of Job Responsibilities: In accordance with the standards set up by the organization's founders, executive leadership, and board, the Program Coordinator provides leadership and program oversight to all of the young women in the program.

The Program Coordinator is responsible for carrying out high-quality program design, implementation, and results so that the residents may benefit from therapy, education, spiritual guidance, and life skills training.

This position provides the overall direction for all programming staff (teaching assistants, instructors, volunteers, Case Worker, Education Facilitator, child care workers) and also oversees program evaluations and budget management.

The Program Coordinator ensures a plan for individual goals for each resident by providing appropriate direction, monitoring, and reviews for all residents and all people providing programming support.

JOB DUTIES

The duties of this position include but are not limited to the following:

Organizational Leadership:

- Participate in staff meetings and strategic planning meetings
- Participate as a Care Team member and attend all Care Team meetings

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- Create, update and comply with strategic plans, operational plans, program goals, and budgets
- Request assistance from Operations Director for tasks needed from House Coordinator and/or DCCs regarding residents
- Oversee, develop and update needed program and policy changes as directed by Executive Director
- Build a healthy, trusting, cohesive programming team that works together well to accomplish the mission of the program
- Maintain relationships with community partners and referral sources
- Oversee execution of plans for quality improvement to ensure compliance with licensure and accreditation requirements if applicable
- Use the strength-based approach in dealing with staff, volunteers and residents
- Represent Garden Gate Ranch positively and engagingly on tours, at social activities and events
- Provide support and crisis help as needed

Program Operations:

- Oversee and monitor the development of program components and the ongoing balance of them in concert with other staff and leadership members
- Define, implement, evaluate, and refine program curriculum and procedures to align with GGR core beliefs, values, and statement of faith with the Executive Director's approval
- Coordinate communication and function of all program operations
- Ensure overall excellence in programming by ensuring all programs are in accordance with the standards set out by the organization's founders, executive leaders, and board.
- Ensure appropriate intakes and resident practices and suggest refining when necessary
- Facilitate Program Care Coordination meetings with residents (policy, conflicts, exterior services needed, phone calls, etc.)
- Oversee resident daily activities and notes
 - Oversee residents' schedules with the case manager
 - Oversee residents' schedules with the education facilitator in programming
 - Oversee program calendar and residents' scheduling
 - Academics
 - Curriculum
 - Groups
 - Therapy & counseling
 - Medical appointments

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- Outings
- House chores
- Work
- DMACC schedules
- Ensure all program policy and procedures are routinely followed, including but not limited to:
 - Record Keeping
 - Referrals, application, and intake procedures
 - Health and safety guidelines
 - Clinical services
 - Educational plans and progress
 - Career skills and life skills
 - Policy handbooks
 - Write SOPs as needed and update as needed
- Build strong teams and culture which align with GGR board & executive leadership

Volunteer Operations:

- Interview and recommend placement for onboarding potential volunteers
 - Schedule, and facilitate all Volunteer Orientations and onboarding
 - Onboard and assign all volunteers
 - Supervise quarterly check-ins with all volunteers
 - Evaluate volunteers and instructors quarterly and ongoing, assessing for training needs, prepare volunteer training plans, coordinate provision of needed and required annual training
 - Create structure and culture conducive to positive volunteer experiences

Develop and Model Healthy Living:

- Provide residents, volunteers, and staff with a safe and supportive environment; through functional, healthy, appropriate boundaries and balance relationships, which demonstrate the love of Christ.
- Lead by example in modeling a healthy lifestyle in the body, soul, and spirit
- Provide direction and encouragement to program residents, volunteers, and programming staff members
- Practice and teach healthy boundaries to program residents, volunteers, and programming staff members
- Navigate interpersonal conflict by speaking the truth in love

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Additional Qualifications:

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children
- Participates in all required orientations and training
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements
- Satisfactory preliminary criminal history background check determination and a satisfactory fingerprint records check determination
- Must be 21 years of age or older
- Clean driving record is essential to fulfilling the job responsibilities

Skills:

- Exhibit leadership and management skills
- Capable of performing multiple tasks and well organized
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicate with others

Character Requirements:

- Visionary
- Well-organized
- Reliable
- Flexible
- Servant leader
- Driven
- Team-oriented
- Professional

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Physical Requirements:

- Must have the ability to physically participate in daily activities and go up and down stairs without assistance.

Additional Requirements:

- Understand and demonstrate a willingness to engage in the core values of Garden Gate Ranch and guiding principles for the program
- Maintain an active, growing relationship with the Lord
- Abide by organization policies and procedures
- Agree and sign Confidentiality Form
- Agree with Garden Gate Ranch's statement of faith
- Sign Release of Liability
- Sign Media Release