

## Momentum Center Program Coordinator

**DESCRIPTION:** Extended Grace/Momentum Center is a non-profit grassroots movement to create a stigma free community. The Momentum Center for Social Engagement is a social and recreational program for teenagers and for adults with mental illness, addiction, and developmental disabilities. It houses the Momentum Café' which is a coffee shop open to the public. The Momentum Café creates a space for social integration for the community.

**PURPOSE OF POSITION:** Primary function of the Program Coordinator is to assist the Chief Operations Officer by managing the day-to-day operations of the Momentum Center for Social Engagement, provide for appropriate supervision at the Momentum Center, and help with other initiatives and activities that involve the Momentum Center.

**REPORTS TO:** This person reports directly to the Chief Operations Officer.

**HOURS:** This is a full-time exempt position. It is expected that a normal week will typically be 40-50 hours per week. Some weekend and evening hours are required.

### **QUALIFICATIONS:**

This is an extraordinary opportunity for an individual with team management experience to grow and further develop an initiative in the community. The successful candidate will lead programs, partner with the Chief Operations Officer, and work collaboratively with a high-performance management team.

Some requirements include:

- Some college or equivalent life experience preferred.
- Driver's license required
- Experience in a non-profit setting, as an employee, intern, or volunteer.
- Management experience preferred.
- Experience and comfort interacting with people who have mental illness, addiction, and disabilities.
- Experience and comfort interacting with young people.
- Proficient in using technology as a data collecting and management reporting tool.
- Willingness to obtain continuing education as necessary.
- Ability to communicate effectively with staff and faculty at area schools, healthcare providers, and nonprofit organizations.
- Efficient administrative and time-management skills.
- Must agree with all the Momentum Center values, core characteristics, and Diversity/Equity/Inclusion Statement.
- De-escalation and conflict management skills.
- Ability to maintain confidentiality.
- Must show empathy and compassion while maintaining clear personal boundaries.
- Excellent verbal and written communication skills with exceptional attention to details.

## JOB DUTIES:

1. Programs:
  - a. Coordinate and lead the Grand Haven Momentum Center adult, teen, and affinity group activities, both virtually and in person
  - b. Assist with identifying needs in the community by building relationships with other providers and sitting on various task forces/collaborative groups
  - c. Assist with the implementation of the Holland Momentum Center pilot program
  - d. Lead life skill classes/teen programming in schools
  - e. Oversee the Grand Haven Momentum Center and be the go-to person when COO is not in the building/available (i.e., answering phone calls, handling tours, conflicts, etc.)
  - f. Communicate to Chief Operations Officer about day-to-day operations and program needs, as necessary
  - g. Lead member meetings and otherwise work with members to identify potential social and recreational opportunities
  - h. Demonstrate the initiative to explore and implement new activities when necessary and/or helpful
  - i. Coordinate transportation for Grand Haven and Holland Momentum Center programs, including the potential to transport consumers to activities using the Momentum Center van or other vehicle
  - j. Interact with members while maintaining appropriate boundaries
  - k. Assist in measuring effectiveness of the program by ensuring members check-in, conducting initial and intermittent membership surveys as flagged in Bloomerang, and assisting in other data collection activities as needed
  - l. Train, schedule, and oversee volunteers to help with activities and outings
  - m. Maintain documentation as needed regarding member situations and interactions
  - n. Conduct monthly check in calls to members for Grand Haven and Holland programs.
2. Office
  - a. Identify/purchase materials and supplies needed for programming
  - b. Maintain cleanliness and organization of the Momentum Center
  - c. Maintain all files and information in a confidential nature
3. Perform other duties and tasks as needed

November 3, 2021