



## Gracious Grounds Job Description

Position Title: **Program & Volunteer Coordinator**

Reports to: **Operations Director**

Status: **Part-Time (15-20 Hours per week)**

---

**Overall Function:** Gracious Grounds is seeking an energetic, motivated individual to assist with our social and recreational programming and coordination of volunteers. This person would work alongside our staff and resident assistants to identify community members who wish to participate and would benefit from additional programming and volunteer opportunities. This part-time position would be split between three properties in Grand Haven, Michigan.

### Essential Overall Duties

- Learn about the interests and priorities of our residents and support them in achieving it, specifically related to social, community integration, employment, volunteerism, and education.
- Responsibilities include recruiting of volunteers, organization of monthly Activities Calendar and scheduling and supervision of volunteer activities.
- Act as a liaison between volunteer opportunities, community activities, and programs that would best serve our community members recreational, social, and developmental needs
- Work as a team with Operations Director, Executive Director, and Resident Assistants
- Promote physical and emotional health and wellness for residents.
- Document conversations and maintain resident confidentiality

**Our Culture:** Gracious Grounds is a values-based housing organization, devoted to providing independent housing for adults with unique needs within an inclusive community. By providing meaningful care, you will create relationships that are built on trust and respect which will promote confidence and dignity for the residents. Residents at Gracious Grounds will have different abilities and skills. The level of coaching and assistance will be different for each person

### Qualifications:

- High school diploma or GED. Bachelor's degree preferred
- Related work experience to include providing support to individuals with disabilities preferred
- Any combination of equivalent training and experience which provides desired knowledge, skills, and abilities.
- Demonstrated knowledge of community services in the Ottawa, Muskegon, and Kent County areas
- Demonstrated knowledge of service management, problem solving, and advocacy
- Experience with disability services and mental health services preferred

- Strong organizational skills. Must be able to manage time and schedule effectively.
- On-Call duties may include one weekend/month
- Manager on Duty rotation as directed by Executive Director
- Some weekend and evening hours may be required

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees within this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of the personnel so classified.

No Discrimination. *The objectives of Gracious Grounds, including the hiring of all staff shall be pursued without harassment, sexual or otherwise, or discrimination based upon gender, sex, marital status, age, race, color, national origin, ancestry, creed, religion, veteran status, political affiliation, or county of residence, or any protested status under law.*