



## JOB DESCRIPTION

Position Title	Program/Department	Reports to
Circles Coach	Circles	Circles Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	3/25/2019

### POSITION SUMMARY

The Circle Coach works closely with the GSM Circles Director, Youth Coordinator and Circles facilitators to deliver weekly Circles programming and support the success of program participants and volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Recruit, interview, and train program participants (Leaders)
- Recruit, interview, and train volunteers (Allies)
- Assist Leaders in developing and implementing their individual success plans
- Support participants and volunteers in developing healthy cross-cultural relationships
- Provide ongoing support for Circle Leaders and Allies in attaining their program goals
- Lead skill development for financial literacy, professional attainment, emotional resilience, healthy behaviors, strong family relationships, and other relevant topics
- Plan and implement weekly Circles programming in coordination with Youth Coordinator and program facilitators
- Plan curriculum and create Circles annual calendar
- Coordinate weekly meals with volunteer groups, non-profits, businesses and churches
- Oversee data collection of Leaders and Allies and data entry into appropriate databases
- Work with national Circles Trainer and Circles Coordinator to compete Chapter coaching calls and determine best practices
- Communicate with other Michigan Circles coaches to share curriculum and best practices
- Attend monthly staff meetings, weekly supervision meetings, and ongoing staff development opportunities

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Must have at least two years working in a human service setting (community development, mental health, education, or related field)
- Demonstrated cultural competency
- Demonstrated ability to facilitate difficult conversations and build relationships across social barriers
- Strong organizational skills; being detail oriented with good follow through must be balanced with an ability to be flexible and responsive to quickly changing situations
- Ability to work a flexible schedule; evenings and weekends
- Ability to achieve targeted results through motivating, mobilizing, and delegating to others
- Ability to recruit, train, motivate and supervise volunteers and create an atmosphere of teamwork and commitment among community partners, non-profits, businesses, churches and neighborhood residents

### **PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- BA/BSW degree in Social Work, Psychology, Sociology, Education, or other helping profession.
- Multilingual
- Experience with trauma-informed practices
- Familiarity with Asset Based Community Development theory and practices
- Demonstrated ability to motivate individuals to join and retain in a program as participants and/or volunteers and to effectively recruit community members to a shared vision
- Experience planning and coordinating community events
- Familiarity with and connections to the Holland community and its organizations/institutions
- Licensed driver

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Work spaces are accessible to individuals using mobility aids
  - Home visits with program participants are a typical part of Coach responsibilities but homes may not be accessible using mobility aids
- Coach office space is open to noise from adjacent work spaces; use of headphones is permitted
- National staff training and program curriculum material are not currently available in braille or non-English languages
- Programming occurs in groups of up to 90 people with limited control of temperature and exposure to allergens carried by participants and volunteers
- Coach tasks typically include lifting and moving material of 15-30 pounds but accommodations are available for these activities
- Coach is responsible for 8-10 hours weekly of document creation and electronic communication (typically requiring persistent typing)
- Coach is in auditory communication (telephone or face to face) with participants and volunteers 6-8 hours weekly in addition to regular programming

- Coach activities frequently include transporting self, materials, and others in personal vehicle; accommodations of these tasks are available
- Coach hours may be scheduled between 7 AM and 10 PM depending on the event and program needs but typically fall between 9 AM and 9 PM
- The position requires contact with individuals that may have a history of substance abuse, violent offences, or ongoing unmanaged mental health struggles

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.