

# HOUSE OF HOPE JOB DESCRIPTION

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**JOB TITLE:** Golden Gate Center for Enrichment - Site Coordinator  
**STATUS:** Full-time, Exempt  
**LOCATION:** Golden Gate Center for Enrichment  
**REPORTS TO:** Manager of Enrichment & Engagement

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**JOB SUMMARY:** The Site Coordinator is responsible for working in partnership with the Manager of Enrichment & Engagement and Project Hope team to coordinate the operation of the Golden Gate Center for Enrichment. The Site Coordinator will coordinate resources with community partners to empower Martin County residents who wish to enhance their lives in the areas of, health and nutrition, vocational training, life skills and education.

## **DUTIES AND RESPONSIBILITIES:**

1. Identify programs and services that meet the mission and goals of House of Hope.
2. Develop and maintain program guidelines, protocols and materials to align with the needs of the Enrichment Center.
3. Recruit appropriate local community providers to offer their services on site, and maintain those relationships throughout the programs.
4. Coordinate the implementation of programs at the Enrichment Center that engage a diverse group of community members.
5. Plan, schedule and direct daily routines, activities and operations of House of Hope and community partners at the site including facilities upkeep
6. Document the commitment and participation of partners to ensure compliance with House of Hope requirements.
7. Maintain community resource information to promote available opportunities.
8. Implement and maintain public relations and marketing strategies as needed to increase awareness and utilization of activities.
9. Create and maintain Enrichment Center calendar (both on-line and paper) and coordinate outreach efforts.
10. Supervise and train volunteers and part-time support positions on site.
11. Develop and maintain strong and positive relationships with program participants and partners.
12. Provide data and written reports as required.
13. Participate in disaster- or emergency-related duties, as needed.
14. At all times, promote the values and mission of House of Hope in all interactions with staff, participants, partners and volunteers.
15. Perform all duties in conformance with appropriate cleanliness, safety and security standards.
16. Attend training as requested.
17. Perform other duties as assigned by supervisor.

## **QUALIFICATIONS:**

### **EDUCATION/EXPERIENCE:**

Minimum three years' experience in program administration, social services, community development or related field. Bachelor's degree preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to communicate effectively in languages in addition to English is beneficial.
2. Fluency in Spanish (reading, writing and speaking) is required.
3. Ability to organize, set priorities and meet deadlines.
4. Advanced knowledge and competency in the operation of general office equipment, phone systems, personal computers, and advanced competency in Word, Excel, Publisher, email and database programs.
5. Ability to relate well to individuals of all backgrounds and socio-economic levels.
6. Ability to communicate effectively with clients, donors, volunteers, co-workers, board members and community partners, verbally and in writing.
7. Ability to supervise and motivate paid and volunteer staff.
8. Knowledge of problem-solving techniques, problem identification and evaluation.
9. Familiarity with community resources.
10. Ability to work independently with a minimum of supervision, and to model effective teamwork.
11. Ability to operate and use all equipment necessary for the operation of the site.
12. Demonstrated self-starter who is detail oriented and enjoys working in a collaborative environment.
13. Ability to maintain a flexible schedule, including working weekend and evening hours.
14. Ability to maintain a clean, well-groomed appearance and dress appropriately for the position.
15. Must have reliable transportation with acceptable insurance coverage and a valid Florida driver's license.
16. Compliance with House of Hope policies and procedures.

### **PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is frequently required to read, sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls and to reach with hands and arms. The employee also is occasionally required to climb, balance, stoop, kneel, crouch and walk.

The employee must frequently stand for long periods of time. The employee will frequently need to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

**ENVIRONMENTAL REQUIREMENTS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally work in outside weather conditions. The noise level in the work environment is usually moderate.

Signature indicates that the employee has read the job description and understands the related duties and expectations.

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Employee Signature

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Date