

## **Drop-In Center Director**

**Seeking part-time Drop-In Center Director. Reporting to the River's Edge Drop In Center Board of Directors. Works collaboratively with The Right Door for Hope, Recovery and Wellness. Certified Peer Support Specialist preferred. Competitive wage between \$20 - \$25 per hour based on education and experience. Training, PTO, Holidays offered. Resume and cover letter should be sent to [riversedgedropincenter@yahoo.com](mailto:riversedgedropincenter@yahoo.com) by August 14, 2023.**

### **Overview:**

The director is the front line of drop-in operations. A director must be versatile, confident, patient, and non-judgmental. Drop-in operations demand both professionalism and people skills. Must be willing to delegate, make difficult ethical decisions, ask for assistance and seek advice, and be open to learning and new experiences. Social and office skills are necessary, as well as the ability to self-direct and maintain focus on a diverse number of tasks. On-the-job training is provided.

### **Education:**

- High School Diploma/GED, Certified Peer-Specialist preferred

### **Operations:**

- Opening and closing the Drop-In Center
- Welcoming members by name and with a smile
- Creating a safe and trauma-free environment for members
- Overseeing preparation of food
- Assisting in setting center agenda
- Encouraging members' independence and skill development
- Interacting and providing peer support for center members
- Providing referrals to necessary community services and agencies
- Upholding dignity and respect of members
- Ensuring a clean and safe environment

### **Finances:**

- Maintaining accurate records and receipts of all expenditures
- Working with accountant, board, and contracting agency to formulate and maintain budget
- Soliciting donations and sponsorships for the drop-in
- Developing and managing grant funding opportunities, reporting finances to the board and funding agencies consistently

- Creating and presenting monthly financial reports to funding agencies and the board of directors
- Ensuring and abiding by internal controls for monitoring spending.

#### **Administrative:**

- Keeping all organization documents current
- Handling correspondence and tax-exempt donation letters
- Inventorying and ordering supplies
- Interacting with consultants and liaisons
- Publicly representing the drop-in to the community
- Preparing for Board of Director meetings in partnership with the Board President, Reporting to Board of Directors
- Hiring, supervising, disciplining and evaluating all employees
- Collaborating with funding agency
- Making sure the Drop In Center and all staff are in compliance with the Community Mental Health Contract requirements.

#### **Volunteer Coordination:**

- Recruiting and supporting volunteers
- Supervising and training volunteers
- Holding regular meetings with volunteers to assess and support volunteers

#### **Quarterly/Year-End Reports:**

- Compiling information for reports including special events, community contacts, feedback, statistics and other areas demonstrating how the drop-in has reached or attempted to reach funding objectives
- Completing required grant reports
- Delivering reports to funding agency liaison
- Tracking and reporting information for drop-in programs

\*Other duties as necessary to ensure quality and ethical services are delivered by the organization.