



## **PROGRAM COORDINATOR JOB DESCRIPTION AND QUALIFICATIONS**

*The Program Coordinator is the leader of the Planning Team and a representative of Casting for Recovery. The Coordinator agrees to abide by all program policies and procedures, and to act in a professional manner.*

### **Role**

- Develops, inspires, and capably leads a Planning Team of at least 4 volunteer members committed to the responsibilities associated with organizing and fundraising for the CfR program in your area.
- Works collaboratively and efficiently with state office staff to recruit team members, ensure adequate coverage of essential team roles, and to coordinate the efforts of the team and the national office.
- Delegates responsibilities among team members, monitors their follow-through, and provides them with on-going support and supervision.
- Ensures that all CfR guidelines, policies, and procedures are followed.
- Ensures that the national office is kept informed of all events and actions related to the program in your area.
- Prepares annual budget according to guidelines and in consultation with national office.

### **Qualifications**

- Be trained in, knowledgeable about, and a strong supporter of CfR's mission and policies.
- Be a dependable professional who exemplifies and models CfR's program values.
- Act in a professional manner at all times, preserving CfR's excellent reputation.
- Understands the importance of fiscal oversight and donor intent.
- Demonstrate excellent interpersonal and communication skills.
- Demonstrate excellent leadership and team-building skills.
- Have the ability to remain flexible in style and approach.

### **Requirements**

- You will be given promotional and organizational materials that are proprietary and you may not reproduce the materials without our consent.
- You must not misrepresent who we are or what we do.
- You must sign a "Commitment Letter" that explains the terms of your commitment to the program and retreat, including your team's responsibility to raise the funds set forth in the agreed-upon budget.

### **Time Commitment**

Generally, several hours per week beginning about three months prior to the scheduled retreat, increasing towards the retreat time, then throughout the year as needed.

*CfR reserves the right to determine if an individual meets the criteria described above.*