Awaken Drop-in Coordinator

Job Description

Position: Full-Time Drop-in Coordinator
Reports to: Program Director
Supervises: Assigned volunteers and interns
Status: Exempt
Compensation: TDB

To apply, please send a cover letter and resume to jobs@awakenreno.org

Organizational Description:

Awaken is a non-profit organization based in Reno, Nevada. Our mission is to increase awareness and education surrounding the issue of commercial sexual exploitation (CSE) and to provide housing and restoration for its victims. Our vision is to transform our community with the ultimate goal of eradicating commercial sexual exploitation. We aim for victims to be restored to their fullest potential. We aspire to be an inspirational model for other communities.

Job Description:

The Awaken drop-in center provides a safe environment for female-identified at-risk youth and survivors of CSE to learn new life skills, build peer relationships, access resources, receive crisis support, and build internal resources that reduce their vulnerabilities to being victimized by the commercial sex industry. The Drop-in Coordinator ensures that programming in the drop-in center is relevant, trauma-informed, strengths-based, and developmentally appropriate as well as informed by survivors of commercial sexual exploitation. Under the direct supervision of the Program Director, the Drop-in Coordinator is responsible for developing and maintaining drop-in center services, including peer support and transition services to survivors accessing the drop-in center. The Drop-in Coordinator serves as a role model for women affected by CSE accessing the space and leads all activities and support services for the center. This position is responsible for communications, meeting arrangements, tracking and inputting data, participating in special events planning and preparation, and communications to volunteers and staff as directed.

Responsibilities:

- Facilitate a robust drop-in program for those affected by CSE
- Provide services in the drop-in center including the following:
  - Educational and life skills workshops
  - Creative arts activities
  - Peer support
  - Healthy food
  - Celebration nights
  - Special events and field trips
- Orient participants to the drop-in center; provides support and resources to all participants
- Assist participants in appropriate behavior and in developing interpersonal relationships; resolves conflicts between participants as needed
- Provide crisis intervention and de-escalation to participants as needed
- Facilitate intakes, assessments, and develops safety plans with clients eligible for drop-in services as needed
- Ensure that the drop-in center space is attractive and clean, and that supplies are stocked and used wisely
• On a weekly basis plan, shop, and prep food for the drop-in center; monitor food budget ensuring compliance with budget allocations
• Manage Apricot including, but not limited to: creating forms, running reports, scheduling Apricot consultations, training staff on the software, etc.
• Maintain sign-in sheets of all participants that visit the drop-in center in a binder; input data into database on a daily basis
• Included in on-call rotation schedule
• Work collaboratively with the program team to evaluate programming and collect participant feedback
• Support workshop facilitators, volunteers, and interns in conducting their work in the drop-in center space
• Work with partners to foster meaningful collaboration with supportive services for the drop-in center, including attending and facilitating meetings with outside providers prior to drop-in center hours
• Provide on-site support and guidance to entry level drop-in center staff
• Actively participate in supervision and staff trainings

Skills and Abilities:

• Ability to be dependable and present
• Ability to multi-task and deal with a high volume of participants at one time
• Demonstrate familiarity with, understanding of, and sensitivity to the issues and experiences of commercial sexual exploitation
• Ability to have healthy boundaries working with participants
• Ability to respond in crisis with de-escalation techniques and appropriate support
• Ability to administer policies and procedures that ensures the safety and confidentiality of program participants
• Ability to develop positive relationships with participants, colleagues and supervisors
• Ability to assume a leadership role in initiating workshops and activities
• Ability to work with individuals of various ages and accommodate the specific needs of the participant
• Friendly, approachable attitude and ability to remain open-minded when encountering diversity in thought, gender, culture, language and behavior
• Flexible schedule, including some evening and weekend availability
• Excellent communications and time management skills

Education and Experience:

• Bachelor’s Degree in social work, psychology, counseling, sociology or other related degree preferred
• Experience in program development, developing curriculum, and facilitating groups required

Additional Requirements:

• Background check clearance
• Reliable transportation, valid driver’s license, and present driving record with no major violations

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