



**Good Samaritan Ministries
Job Description**

Job Title: Circles Coach
Reports To: Circles Coordinator
Status: Part-time: 20 hours per week

I. General Responsibilities

Work closely with the GSM Circles Director, Coordinator, and other Ottawa County Circles Coaches to lead a Circles location including weekly programming.

II. Qualifications

Required

- a. High school diploma/GED. Completed post-high school certificates/degrees preferred; individuals with non-U.S. college degrees are encouraged to apply.
- b. Must have at least two years working in a human service setting (community development, mental health, education, ministry, etc)
- c. 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.
- d. Ability to work a flexible schedule; some evenings and weekends
- e. Demonstrated ability to facilitate difficult conversations and build relationships across social barriers
- f. Demonstrated ability to motivate individuals to join and retain in a program as participants and/or volunteers and to effectively recruit community member to a shared vision.
- g. Ability to coordinate and lead community & neighborhood events
- h. Ability to achieve targeted results through motivating, mobilizing, and delegating to others.
- i. 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.
- j. Familiarity with and connections to the Holland community and its organizations/institutions.
- k. Understanding of/familiarity with the systemic barriers that perpetuate poverty.
- l. Demonstrated cultural competency.
- m. Willingness to participate in continuing education opportunities, seminars, and conferences, and keep abreast of issues affecting service delivery to families in poverty.
- n. Ability to work collaboratively as part of an interdisciplinary team of professionals.

Preferred

- a. BA/BSW degree in Social Work, Psychology, Sociology, Education, Ministry or other helping profession.
- b. Multi-lingual, Spanish preferred.
- c. Familiarity with/ability to utilize Asset Based Community Development in plans, projects, and structures when appropriate.
- d. Demonstrated ability to analyze and develop curriculum
- e. Ability to effectively communicate the work of GSM/Circles to a diverse group of churches, neighborhood partners, non-profits and businesses. Extensive experience in public speaking preferred.

III. Specific Duties and Responsibilities

Circles Coach

- a. Recruit Circle Leaders (program participants) and Allies (volunteers) with neighborhood partners, non-profits, businesses, churches and connect with people in poverty.
- b. Coordinate efforts with Community Connectors, especially the Westcore board and to identify Circles Leaders and Allies.
- c. Screen potential Circles Leaders and Allies.
- d. Provide training for Circles Leaders and Allies.
- e. Coordinate Circles weekly schedule, activities and events with neighborhood partners, non-profits businesses and churches involved.
- f. Coordinate weekly meals with neighborhood partners, non-profits, businesses and churches involved.
- g. Lead weekly Circles meetings.
- h. Oversee data collection of Circles Leaders and Allies and provide data information to Neighborhood Connections Director.
- i. Provide ongoing support for Circle Leaders and Allies.
- j. Work with Circles Coordinator to develop curriculum for Circle Leaders and Allies.
- k. Learn and utilize Asset Based Community Development principles in the Circles model.
- l. Work with national Circles Trainer and Circles Coordinator to determine best practices.
- m. Attend Circles training as scheduled.
- n. Promote Good Samaritan Ministries in general and the Circles initiative specifically through speaking engagements, seminars, and meetings with churches, local agencies, and other community groups when appropriate.

Professional Development and Agency Responsibilities

- a. Adhere to professional standards of confidentiality at all times; protect the rights of clients and limit discussion regarding clients, staff and organizational business to appropriate channels.
- b. Seek out professional level development and learning opportunities by attending workshops, conferences and classes. Stay apprised of current trends, ideas, theory, techniques, and knowledge in the human service field. Maintain a working knowledge of local, state, and national issues affecting human service delivery and the work of GSM.
- c. Maintain an openness to supervision through periodic meetings and consultation with immediate supervisor. Attend meetings with other local Circles Coaches.
- d. Attend GSM sponsored/required training and in-service sessions as scheduled. Lead internal and external training and in-service sessions.
- e. Maintain the highest standards of conduct and practice in day to day interaction with clients and the community.

This job description should not be construed to imply that the requirements listed above are the exclusive standards of the position. The Circles Director and Executive Director reserve the right to assign or delegate other tasks as necessary.