



**CCB FOUNDATION, INC.
CORE PEER RECOVERY & RESOURCE CENTER
JOB DESCRIPTION**



Job Title: Young Members Coordinator
Location: CORE Peer Recovery & Resource Center, 11-15 Parker St, Gloucester, MA
Reports to: Program Director

GENERAL RESPONSIBILITIES

Provides peer-to-peer services and support for peers in recovery. Collaborates with the Programming Coordinator, Outreach Coordinator, and Volunteer Coordinator to develop and deliver specific program offerings, events, and activities of particular interest to young adults in recovery, through the implementation pipeline, end-to-end. The Young Members Coordinator will also assist other CORE staff in each of their functions, as needed.

SPECIFIC DUTIES

- Welcome and engage members, connecting them to any needed services they seek.
- Oversee the CORE Center's recreational activities and social events.
- Work closely with Programming Coordinator and CORE members to help develop new activities and social events.
- Work closely with Outreach Coordinator to outreach to potential new younger members and to connect larger recovery community with CORE members.
- Work closely with Volunteer Coordinator to connect CORE members with volunteer roles within the CORE Center.
- Keep all required documentation up to date.
- Participate in workshops and trainings related to wellness and recovery engagement.
- Participate in recovery support groups within the center, as appropriate.
- Attend to the needs of your own recovery, apart from your work at the CORE center.
- Be able to work flexible hours including weekends.
- Additional duties as needed.

QUALIFICATIONS

- Have lived experience in recovery from substance addiction.
- Be in stable recovery for a period of no less than three years.
- Maintain the quality of daily personal recovery at the highest level possible.
- Be familiar with the local Cape Ann recovery community and surrounding areas.
- If not already in possession of a Certificate of completion from a Recovery Coach Academy (preferred), enroll in this training immediately upon being hired.
- Possess good verbal and written communication skills.
- Bi-lingual in either Spanish or Portuguese is a plus.

HOURS

- Must be available to work currently on this schedule: Tuesday 9a-5p, Wednesday 8a-5p, Thursday 1-9p, Friday 1-9p, and Saturday 9a-4p. Schedule will likely change as the needs of the CORE Center shift and grow over time.