

Park County Drop In Center, Livingston, MT
Manager of the Park County Drop In Center (PCDIC)) - \$30.00 an hour - DOE
Part-time/20 hours a week four days a week
Position Overview:

The brand new Park County Drop In Center (PCDIC) which has plans to open June 1st, 2024, is seeking a part time manager to run the day to day operations at the PCDIC Mondays-Thursdays from 8:30 am -1:30 pm. This would include communicating with the community and PCDIC staff, actively informing volunteers of the mission of the PCDIC, and making sure that volunteers and staff members are directed and trained. This position will work closely with the PCDIC Board of Director to make sure that all clients are having their needs met, data is being tracked, and that operations of the PCDIC are connecting people to programs throughout Park County.

Definition and Summary of Position: To oversee the PCDIC by providing oversight and training to staff members and volunteers at the PCDIC as well as active communication with the Board of Directors. This position pays \$30.00 dollars an hour for 20 hours per week. The manager's primary duties and responsibilities are broken down below, with the understanding that during different seasons of the PCDIC, this position's duties will flux and change.

Primary Duties and Responsibilities: Drop-In Center-

- Making sure daily operations of PCDIC are maintained — i.e. welcome system/door systems, floor, kitchen, computers, phones, and etc.
- Supervision of PCDIC, as well as building relationships with clients and volunteers.
- Making sure all data for PCDIC is being tracked and recorded — drop-in numbers, who is attending PCDIC each day, who is attending group each day and what kind of group are they attending.
- Reading & responding to emails in a timely manner.
- Making & returning phone calls.
- Overseeing peer supporter position and collaborating with them regarding clients and groups.
- Assisting and co-leading groups with peer supporter.
- Coordinating snacks, water and coffee with peer supporter.
- Sweeping and mopping floor after each day and making sure there is toilet paper in bathroom and ensuring that any mess made by the PCDIC is cleaned up.
- Talking head — help coordinate and participate with presentations at various groups and foundations and community events to let people know in the community and beyond what the PCDIC is about
- Fundraising for the PCDIC through grants and one on one interactions with people in Park County.

Minimum Qualifications:

- Must have experience working in the mental health field.
- Must have some knowledge and experience of severe mental illness and treatment and its impact on consumers/survivors and their families.
- Must have excellent computer skills
- Must have management skills and managed people in the past
- Must be okay being an advocate for the PCDIC and must possess fundraising capabilities.

Work Environment/Physical Demands

- Carry supplies needed to perform outreach up to 25 pounds.
- The noise level in the work environment is usually moderate.

This application is open until the position is filled.

Please send a cover letter and a resume to PCdropincenter@gmail.com.