



MCCDC-Empowerment Clubhouse Program Director

Position: Empowerment Clubhouse Program Director

Reports to: Executive Director

Status: Full-Time – Managerial, Exempt

Salary Range: \$65,000 - \$75,000 plus generous benefit package

Accountability: Empowerment Clubhouse Program Director reports to Executive Director

PROGRAM DESCRIPTION

The mission of Empowerment Clubhouse is *to provide a safe and restorative community where individuals working toward mental health recovery become empowered through meaningful work and supportive relationships*. Any individual over the age of 18 living with an acknowledged mental health challenge is eligible to become a member of the Clubhouse, and membership is free, voluntary, and without time-limit. Members of the Clubhouse have the opportunity to engage in meaningful work designed to help them regain self-worth, purpose and confidence, and receive social, pre-vocational, recreational, and educational support services. Empowerment Clubhouse currently operates units in Culinary, Gardening, Transformational Employment, Business and Clerical, and Member outreach. All the work completed in the Clubhouse is focused on the operation and enhancement of the Empowerment Clubhouse community, and the work tasks are designed to help members develop skills, self-sufficiency, and supportive relationships.

Empowerment Clubhouse structured based on the Clubhouse Model, which is included in the Substance Abuse and Mental Health Service Administration's (SAMHSA) National Registry of Evidence-Based Practices. Empowerment Clubhouse adheres to the 37 Quality Standards set forth by Clubhouse International. For more information about the Clubhouse International Model and Standards, please refer to: [Quality Standards | Clubhouse International \(clubhouse-intl.org\)](https://clubhouse-intl.org/quality-standards/)

Responsibility

The Empowerment Clubhouse Program Director must be a passionate, dynamic, and committed individual who believes in the Clubhouse International Standards (See <https://clubhouse-intl.org/resources/quality-standards/>) as a means of recovery for adults living with a mental illness. The EC Program Director provides leadership and is responsible for the active recruitment of eligible Clubhouse members from the community and works closely with the Executive director in hiring, terminations and managing the employees of the Clubhouse.

General Duties

- Oversight, management, and participation of the day-to-day operations of the Clubhouse.
- Develop a Clubhouse Culture that is welcoming, safe and supportive for all. Actively work to create a more diverse, inclusive, and culturally responsive program.
- Responsible for encouraging Member 'Active Status', new Member Enrollments, and achieving overall enrollment goals.
- Participate with members and staff in collaborative decision-making process. Encourage members to take leadership roles in all Clubhouse operations.

(Revised 3/2022)



- Provide weekly supervision and support to Program Coordinator.
- Attend Clubhouse social and recreational programs. Be available to work occasional weekend, evening, or holiday hours.
- Prepare for and attend Empowerment Clubhouse Advisory Board Meetings, weekly MCCDC staff meetings, and Clubhouse committee meetings, and serve as liaison between these entities and Clubhouse community.
- Recruitment, hiring, supervision and termination (as needed), of all Clubhouse staff in conjunction with the Executive Director.
- Successful management of the annual budget development and monitoring process and the ongoing financial activities of the Clubhouse with the Executive Director.
- Fund development and fundraising activities to enrich the wellbeing of the Clubhouse.
- Public Relations for the Clubhouse in conjunction with the Executive Director.
- Transitional Employment Development and Employer Relationships for the Clubhouse.
- Obtaining and maintaining Clubhouse Accreditation from the International Center for Clubhouse Development.
- Timely communication to the Executive Director and MCCDC Board of Directors and all required organizations of any serious incidents, issues, or concerns.
- Provide all required reports and information to government and funding source organizations.
- Keep informed about sociopolitical issues in the local, national, and global level relevant to the mission and operations of the Clubhouse and provide support and guidance to the Clubhouse as needed.
- Coordinate services and partnerships with various health, mental health, and county organizations.
- Misc. duties as assigned by the Executive Director to enhance new programs, employment, and growth opportunities.

Qualifications

- Bachelor's degree required; Master's degree strongly preferred but not required in social services, health, or business field.
- A minimum of three years managerial experience with continually increasing responsibilities in a Clubhouse of non-profit service organization.
- A clear understanding of compliance issues and accountability, ability to articulate member concerns, and a commitment to the values and beliefs of a Clubhouse program for people living with mental illness and disabilities.
- A demonstrable understanding of the International Standards for Clubhouse Programs and capacity to work effectively with consumers and their families and/or caregivers.
- Excellent fund development and writing skills and the ability to research, write and prepare effective proposals.
- Ability to work long and varied hours.
- A willingness to participate in the 3-week Clubhouse Training Program at a certified Training Base and to help attain and maintain International Clubhouse accreditation.
- Must practice empathic listening, humility, curiosity, and self-awareness, and be able to work collaboratively with people with varied personalities, disabilities, cultures, and interests.
- Must have capacity to lift 40 lbs. and assist disabled clients.
- Must have a Valid driver's license, proof of insurance, and must be at least 25 years old to transport members in Empowerment Clubhouse vehicle(s) required.



Working Conditions

- General working conditions are in an active office environment. However, due to the multitasking nature of the position, standing for long periods of time, walking, lifting, and kneeling are physical requirements of the job. The EC Program Director is open to the Members and Staff when not in use for confidential meetings, as are all spaces in the Clubhouse.
- Periodic travel for training events and fundraising will be required.

The Marin City Community Development Corporation is an equal opportunity employer. **People of color, bilingual individuals, and individuals with lived experience of mental illness are strongly encouraged to apply.**

AGENCY BACKGROUND

Empowerment Clubhouse operates under the auspices of the Marin City Community Development Corporation <https://www.marincitycdc.org>. This well-known organization has over 40 years of expertise providing employment training services, partners with Department of Rehabilitation in helping individuals find meaningful employment, youth programs, housing programs, environmental stewardship programs, and community building engagement activities.

MCCDC is a nonprofit organization with 501(c)(3) status, recognized as a leading institution within the Country of Marin. MCCDC's mission is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education.

Competitive medical, dental and vision benefits with optional 401k retirement plan and flexible, spending account plan are available with full-time employment after probationary period is passed.

Those interested in applying for the Program Director position should send **a resume, cover letter, and professional reference(s)** to:

Email: Christina Junker at cjunker@marincitycdc.org

Mail to:

Human Resources Department-EC
Marin City Community Development Corporation
441 Drake Avenue
Marin City, CA 94965

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