



## Marin City Community Development Corporation

441 Drake Ave.  
Marin City, CA, 94965  
Telephone: (415) 399-2837  
Fax: (415) 332-0337  
[www.marincitycdc.org](http://www.marincitycdc.org)

### MCCDC-Empowerment Clubhouse Program Manager

**Position:** Empowerment Clubhouse Program Manager  
**Reports to:** Executive Director  
**Status:** Full-Time – Managerial, Exempt  
**Salary Range:** \$64,000 - \$70,000 plus generous benefit package  
**Accountability:** Empowerment Clubhouse Program Manager 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 two work units:

- Hospitality Unit (Culinary and Garden)
- T.H.R.I.V.E. Unit (Transitional Employment, Health & Wellness, Recreation, Inspire and Create, Volunteer, and Enrollment and Business Administration)

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 is structured based on the International 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 \(clubhouse-intl.org\)](http://QualityStandards|ClubhouseInternational.clubhouse-intl.org)

#### Responsibility

The Empowerment Clubhouse Program Manager must be a passionate, dynamic, and committed individual who believes in **the Clubhouse International Standards; <https://clubhouse-intl.org/resources/quality-standards/>** as a means of recovery for adults living with a mental illness. The EC Program Manager provides leadership and is responsible for the active recruitment of eligible Clubhouse members from the community.

MCCDC is a 501(c)(3) nonprofit, EIN #94-2657360. Our mission is to *Our mission is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education.*



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### General Duties

- Oversight, management, and participation of the day-to-day operations of the Clubhouse.
- Develop and maintain 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 a collaborative decision-making process. Encourage members to take leadership roles in all Clubhouse operations.
- Provide weekly supervision and support to Unit Coordinator's.
- Attend Clubhouse social and recreational programs. Be available to work occasional weekend, evening, or holiday hours.
- Prepare for and attend all Empowerment Clubhouse Advisory Board Meetings, MCCDC staff meetings, Clubhouse committee meetings, and serve as liaison between these entities and the 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.

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- 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 50 lbs. and assist disabled clients.
- CDL with passenger endorsement, proof of insurance, and must be at least 25 years old to transport members in Empowerment Clubhouse vehicle(s) desired.

\*Please note that staff is required to be able to lift up to 50 lbs., work at various locations (onsite and in the community), conduct all operations of the organization including but not limited to facility maintenance, janitorial, food prep and service, customer service, stocking of shelves, drive Clubhouse vehicles, sit at desk for more than one hour at a time, talk on the phone, attend Zoom meetings with video on, work on a laptop/computer for more than an hour at a time, work with equipment (dishwasher, oven, copier, etc.), and transition from sitting at desk to moving around the facility frequently during the day.

### **To Apply**

Please submit your resume and a cover letter that includes your qualifications and answers the following questions. Send cover letter attention: Christina Junker, MCCDC Executive Director [cjunker@marincitycdc.org](mailto:cjunker@marincitycdc.org) or drop off/mail to MCCDC Human Resources 441 Drake Avenue, Marin City, CA 94965.

1. What experiences and skills make you a strong candidate to provide hope and opportunity to those living with a mental health challenge(s)?
2. What does mental health mean to you and how do you see your skills and talents empowering those living with a mental health challenge(s)?
3. What about the above job description do you see as potential areas of growth for yourself?

It is highly encouraged to review that interested individuals visit the following websites to gain better understanding and insight of the model and standards of the Clubhouse International community.

<https://clubhouse-intl.org/>

[Quality Standards | Clubhouse International \(clubhouse-intl.org\)](https://www.marincitycdc.org)

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### **AGENCY BACKGROUND**

The Empowerment Clubhouse operates under the auspices of the Marin City Community Development Corporation (MCCDC) and is a nonprofit organization with 501(c)(3) status, CARF.org accredited, and has proudly served Marin City and Marin County since 1979. The Mission of MCCDC is *"...is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education."*



### **Equal Opportunity Employer**

Marin City Community Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Marin City Community Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

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