



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME ACADEMY VOLUNTEER COORDINATOR POSITION DESCRIPTION

Title: Mary's Home Academy Coordinator
Accountable To: Associate Program Director
Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

One of the resources we uniquely offer to our residents at Dream Centers Mary's Home is the opportunity to complete several months of valuable life skills classes in our Mary's Home Academy (MHA). The Academy provides our Phase One resident mothers a chance to develop these life skills to help equip them to live independently and achieve healthy lifestyles. The MHA Volunteer Coordinator helps oversee the MHA by being the point-person for all Academy teachers. The MHA Coordinator is responsible for teacher coaching, observation of classes, providing teacher care, leading ongoing meetings with teaching teams, and overseeing the administration of the Academy. With a strong leader at the helm, MHA can operate more smoothly and better equip the residents as they journey towards holistic health.

Responsibilities

- Oversee the running of MHA and be the point-person for all Academy teachers
- Identify issues or points of further exploration within the Mary's Home Academy to bring to the Associate Program Director
- Meet (in person or virtually) with the teachers regularly to check in on progress, coach and encourage them in their roles, and offer any additional support needed
- Coordinate logistics with teachers ongoing over email or text, especially as new workshops and short-term classes launch throughout the year
- Coordinate sign ups for workshops, letting Child Watch Coordinator know two weeks before a workshop how many resident children to plan for
- Work together with Associate Program Director to assure someone is on call in case of emergency during evening and weekend workshops
- Work alongside the Associate Program Director to train and orient new Academy teachers
- Plan a high-quality MHA teacher volunteer training 1-2x/year (can facilitate and invite staff to lead portions of training), and consider planning an additional 1-2 events for the MHA teachers to foster connection
- Observe Academy classes quarterly to offer feedback/support to teachers
- Maintain a culture of excellence and care among Academy teachers
- Respond to the needs and questions of the Academy teachers when needed via email
- Oversee all Mary's Home Academy administration, including scheduling upcoming classes and finalizing calendar 3x/year (spring, summer, and fall semesters)

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- Connect with the Associate Program Director weekly or biweekly for support and leadership development, and to communicate updates within MHA
- Order materials needed for the MHA with a Mary's Home credit card, filling out accounting documentation
- Be the liaison between teachers and staff with important student updates
- Oversee MHA attendance through Google Form submissions weekly, communicating unexcused student absences to Associate Program Director
- If desired, work alongside the Associate Program Director to recruit potential Academy teachers that would best fit each class
- If desired, meet with students monthly to provide support and processing space throughout their MHA experience (can also arrange student meetings with Associate Program Director)
- If desired, participate in revamping of MHA curriculum

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Strong interpersonal, communication, management, coaching, and conflict management skills
- Proficient in administrative skills
- High commitment of confidentiality while working with the families, volunteers, and staff
- Be proficient on computers, especially when working with Microsoft Word and Google Calendar
- Be a welcoming/professional presence to volunteers, staff, partners, residents, etc.
- At least a 1 year commitment required

Time Commitment

10-20 hours per week (some of this service can be done remotely on evenings or weekends, if desired)

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X

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Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X