



## Job Description

Job Title: Safe Space Coordinator (s)

Department(s): Prevention

Reports to: Manager of Prevention Services

Supervises: Safe Space Visitors Family

Position Status: Internship

Hours: Wednesday's, Thursday's and Friday's. Actual hours and days worked will vary as needed and dictated by programmatic needs including weekends and evenings.

The Safe Space Coordinator(s) position includes the following peer leadership elements:

- a. Role Model
- b. Agency Resource
- c. Programming
- d. Approachability and availability
- e. Conflict Resolution
- f. Counseling, intervention, and referral
- g. Administrative functions
- h. Policy enforcement
- i. Ethical and responsible decision making
- j. Positive representative of Wellness AIDS Services, Inc. & Our Safe Space
- k. Program Facilitation
- l. Program Outreach
- m. Community Building

## Job Responsibilities:

- Greet individuals utilizing the resource space courteously and professionally (in person or by phone), determine their needs, introduce them to office resources, programs, and services, or refer for appointment with professional staff as appropriate.
- Maintain confidentiality of visitors and/or clients and information related to requests for services; be sensitive to confidentiality needs of everyone we serve.
- Supervise daily operations of drop in resource center for LGBTQ & Allies
- Engage visitors in on-going conversations about social justice, privilege and oppression, power dynamics and intersectional identities, including creation and implementation of social, support, and educational groups that also build community and develop youth facilitation skills.
- Attend and participate in relevant community meetings, coalitions, summits and conferences as needed. Maintain positive and engaging relationships with identified community partners in target area to enhance and promote Pride Project and LGBTQ cultural competency programming.
- Maintain, update and track and monitor program information such as participants, expenditures, and assistance type in a timely manner through various tools.
- Document and maintain up-to-date information on services provided and funds spent.
- Provide CTR services which include but are not limited to the following activities: providing appropriate resources, tools, and counseling to assist participants in achieving their action plan goals; making referrals for services and following up to ensure that the referrals were completed; and tracking and documenting participant progress.
- Participate in meetings and attend staff trainings as required.
- Prepare and submit program reports as needed, such as Quarterly Performance Reports (QPR) and Daily Time Logs (DTL).
- Empower clients and visitors to problem solve in order to achieve outcomes.
- Promote self-advocacy and self-determination

- Understand and be able to articulate the mission and goals of the Resource Center
- Contact Manager of Prevention Services or Prevention Specialist in crisis or emergency situations.
- Develop publicity plans for events and programs.
- Compose and send regularly scheduled email announcements about upcoming events, programs, etc. through identified channels.
- Maintain and update social networking sites/tools.
- Design and distribute program publicity and outreach materials, such as flyers, handbills, video messaging ads, calendars, etc.
- Assist with planning, implementation and evaluation of Resource Center events.
- Attend events as required
- Maintain resource libraries
- Check e-mail received by the Center and file, sort or disseminate information as appropriate.
- Maintain cleanliness of resource center

How to apply: Please fax resumes to 810.232.2418 attn. Teresa Springer