

Title: Circles Utah Valley Chapter Coach, Provo

Salary and Benefits

\$14–15/hour starting wage, negotiable depending on experience and qualifications. This is a full-time (i.e., 40 hours per week), hourly position and includes benefits.

Job Summary

The Circles chapter coach is a key resource builder and recruiter of the Circles Initiative (www.CirclesUSA.org). Utah Valley Circles is a crucial component of the Community Action Services and Food Bank of Utah County mission to end poverty.

The underlying foundation of Circles is to engage people and organizations in the community to move individuals and families permanently out of poverty. This is a community-based initiative that creates relationships across economic class lines, matching people of low income (Circle Leaders) with middle- or upper-income Allies. The Circles Coach ensures those relationships thrive and that Circle Leaders have access to resources so they continue to progress. The Coach's primary role is to work inwardly with Circle Leaders and Allies. In addition, the Coach is also responsible for providing ongoing support to its' Resource Teams. The Coach will oversee the continual progress of Circle Leaders and their Allies, facilitate weekly Circles meetings, be a part of the Community Action Services and Food Bank of Utah County team of employees, and report to the Circles Utah Valley Chapter Coordinator.

Primary Duties

- Manage the recruiting, screening, and training of possible Circle Leaders and Allies
- Provide orientation and ongoing support to participants and volunteers
- Conduct intake interviews and strengths-based assessments for all Circle Members
- Ensure weekly Circles meetings are organized and well-planned
- Maintain current knowledge of social services available throughout the community
- Collaborate with case managers to ensure Circle Leaders' progress
- Provide conflict resolution when needed within the Circle
- Provide ongoing support to all Resource Teams as they serve Circle Leaders
- Regularly attend and provide leadership in Resource Team and community meetings
- Provide ongoing support to the following teams: Community, Big View, Resource, Recruitment and In Kind Donation
- Maintain accurate records and required reports
- Perform duties as assigned by the lead organization to ensure the success of Circles

Additional Skills, Abilities, and Other Qualities

- Ability to maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with Circle Leaders, Allies, coworkers, Resource Team members, and the community at large
- Ability to treat clients, coworkers, and the public in a respectful, courteous manner at all times
- Ability to provide confidentiality, both written and verbal, in all services
- Ability to attract people to Circles and gain their commitment
- Ability to write and speak passionately on ending poverty
- Ability to train and support assistant Circle facilitators
- Ability to routinely delegate rather than "do it yourself"
- Ability to develop a sense of community in which the staff person is a part rather than the leader
- Ability to stay relaxed in situations of stress or conflict

- Ability to relate authentically and effectively with people from diverse socio-economic class lines
- Ability to develop a supportive, empowering culture for diverse members of the community, consistent with Circles values and goals
- Strong organizational skills in managing complex tasks with autonomy
- Ability to identify personal/professional challenges and implement learning feedback into work
- Excellent verbal and written communication skills
- A flexible schedule that meets the needs of the Circles community (e.g., must work Tuesday evening each week)
- Ability to provide one's own transportation

Education and Experience

- Four-year degree in a human service, social science, or related field with training in family development or case management
- Two years of experience in a human services field
- Experience working with low-income families and community services (preferred)
- Any combination of the above stated or similar education or experience (paid or unpaid)

This job description is not intended to be all-inclusive. Employees will also perform other reasonably related business duties as assigned by supervisory personnel.

To Apply

Persons interested in this position must complete the employment application, narrative sheet, and reference release form found at communityactionprovo.org/employment/.

Send your application packet and a resume in PDF format to Brent Hutchison, Circles Utah Valley Chapter Coordinator, at BHutchison@communityactionuc.org. The application for this position is open until filled.

Community Action Services and Food Bank of Utah County is an Equal Opportunity Employer.