Job Description
LGBT Program Coordinator
Peer Counseling Program

GENERAL DESCRIPTION: The LGBT Coordinator coordinates peer counseling services to the Lesbian, Gay, Bisexual and Transgender clients. The duties include recruiting volunteers to become peer counselors and LGBT clients for peer counseling services. The responsibilities include providing outreach and sensitivity training in the community.

JOB CLASSIFICATION: Non- Exempt, Part-time

REPORTS TO: Senior Peer Counselor Manager

QUALIFICATIONS:
1. Strong background in working with older adults with special emphasis on grief, depression, isolation and lives in transition.
2. 3 years of experience working with and strong understanding of the needs of LGBT elders.
3. At least one year experience in outreach, volunteer recruitment, community organizing, marketing/public relations, and/or sales.
4. Experience in teaching, and/or providing training to groups preferred.
5. Appreciation and knowledge of cultural diversity.
6. Effective verbal and written communication.
7. Computer literate including email, MSWord.
8. Maturity, good judgment, dependability, accuracy and attention to detail.
9. Flexibility and ability to work as a team player required.

DUTIES & RESPONSIBILITIES

1. Recruit LGBT sensitive volunteers to become peer counselors and interview prospective candidates for the training class.
2. Recruit potential LGBT clients for peer counseling.
3. Provide LGBT cultural sensitivity training to groups in the community.
5. Participate in meetings related to the program, provide outreach in the community and network with community agencies as specified by supervisor.
6. Compile data and complete forms as required for program contract.
7. Establish new peer counseling groups as needed, provide oversight for groups and may facilitate groups as needed.
8. May conduct intake/assessment interviews, including home visits to determine clients need for senior peer counseling services as appropriate.
9. Ability to provide services off site well as at Family Service facilities and at sites within San Mateo County.
10. Other duties as assigned by supervisor.

PERSONAL:
1. Obtain fingerprint clearance before first day of employment
2. Provide verification to legally work in the U.S.
3. Personal car or driver’s license and appropriate insurance if driving is necessary for the position. All drivers will need to have a clear driving record to drive for the agency.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Revision Date: 2/28/13

I have read and understand the information:

__________________________________ _____________________
Employee Signature Date