



Turning Point Center

OF CHITTENDEN COUNTY

*A Safe and Supportive Environment
for those in Recovery...*

The Turning Point Center of Chittenden County

Administrative Manager Job Description

The Administrative Manager's main role is to support the Executive Director in running the Center and assist in managing its grant funded services. The ideal Administrative Manager will exhibit a calm, compassionate, and approachable demeanor, demonstrating responsiveness to the needs of both staff and community members. This individual will foster a supportive environment that encourages collaboration and empowers individuals on their recovery journeys, while ensuring that all staff and guests feel secure and nurtured within the Center. This position is full time and is eligible for the Center employee benefits package which includes 80% paid health, 100% paid dental and vision, 100% paid short-term disability insurance and Employee Assistance Provider at no cost. TPCCC provides 11 paid holidays, 10 paid vacation days, separate accrued sick/personal paid time off. TPCCC offers reimbursement for use of personal technology and devices. The hourly wage range is \$24-26. This is an in-person position and requires some travel within Chittenden County. The Center is an EOE and encourages individuals in long-term recovery to apply.

Main Responsibilities

- Manage Center's activities schedule, vet and recruit community groups and recovery activities, coordinate with group memberships for designating space and other needs.
- Conduct scheduled ordering of all Center related office materials, program supplies, and operate within the Center's budget for the fiscal year.
- Supervision in partnership with the Center management team of daily operations; assistance in managing the main community room and guest relations. Responsible for guaranteeing the center will be scheduled and operable for a 365 days per year.
- Recruit, hire, train and supervise volunteer staff and Operations Management Team; establish trainings and reinforce best practices for all.
- Work closely with all grant funded program coordinators, directors, and Peer Support Specialist Team Lead to complete grant reporting, accomplish strategic plan goals, objectives, and to fulfill the TPCCC's mission.

Requirements

- Must be proficient in Microsoft Office and Teams.
- Knowledge and understanding of the recovery community needs.
- Effective communication, delegation of tasks, ability to de-escalate, and must be able to reinforce policy of Center use which includes managing emergency/preferred response procedures.
- Experience with staff supervision, health and human services data collection, and grant reporting.
- 3-4 years of experience working in related field; or equivalent bachelor's with 1-year experience in related field; or equivalent Associate's with 2-year experience in related field.
- Must be eligible to work with vulnerable adults and children, maintain reliable transportation, and car insurance.
- The position carries a preference for an individual with continuous recovery for 3-years from all substances.