PROGRAM COORDINATOR
JOB DESCRIPTION AND QUALIFICATIONS

The Program Coordinator is the leader of the Planning Team and a representative of Casting for Recovery. The Coordinator agrees to abide by all program policies and procedures, and to act in a professional manner.

Role
- Develops, inspires, and is capable of leading a Planning Team of at least 4 volunteer members committed to the responsibilities associated with organizing and fundraising for the CfR program in your area.
- Works collaboratively and efficiently with national office staff to recruit team members, ensure adequate coverage of essential team roles, and coordinate the efforts of the team and the national office.
- Delegates responsibilities among team members, monitors their follow-through, and provides them with on-going support and supervision.
- Ensures that all CfR guidelines, policies, and procedures are followed.
- Ensures that the national office is kept informed of all events and actions related to the program in your area.
- Prepares annual budget according to guidelines and in consultation with the national office.

Qualifications
- Be trained in, knowledgeable about, and a strong supporter of CfR’s mission and policies.
- Be a dependable professional who exemplifies and models CfR’s program values.
- Act in a professional manner at all times, preserving CfR’s excellent reputation in the breast cancer, fly fishing, and nonprofit communities.
- Understand the importance of fiscal oversight and donor intent.
- Demonstrate excellent interpersonal and communication skills.
- Demonstrate excellent leadership and team-building skills.
- Have the ability to remain flexible in style and approach.

Requirements
- Accurately represent who we are and what we do.
- Sign and submit a “Commitment Letter” that explains the terms of your commitment to the program and retreat, including your team’s responsibility to raise the funds set forth in the agreed-upon budget.

Time Commitment
Generally, several hours per week beginning about one year prior to the scheduled retreat, increasing towards the time of the retreat, then throughout the year as needed. This position can be held by two volunteers as Co-Coordinators to share in all of the tasks & responsibilities that are involved with overseeing the local program throughout the year.

To apply for this position, request a Program Coordinator Application from the national office.
CfR supports a harassment-free environment
CfR prohibits any kind of unlawful harassment of any employee, volunteer or program participant. Sexual harassment is prohibited because it is intimidating, often is the result of an abuse of power, and is wholly inconsistent with CfR’s policies, practices, and management philosophy. Sexual harassment is defined, generally, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, express or implied.

Sexual harassment can take the following forms:

- Sexual conduct that interferes with another's work performance or creates an intimidating, hostile, uncomfortable, or offensive work environment.

- Personnel decisions (e.g., promotion, raises, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual advances.

- Submission to a sexual advance used as a condition of keeping or getting a paid or volunteer job, whether expressed in explicit or implicit terms.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, requests for sexual favors, unnecessary touching of any individual, graphic or verbal commentaries regarding the human body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Please reach out to the CfR national office if you have questions or need guidance.