



Position Title:	House Coordinator
FLSA Status	Non-Exempt; Hourly
Job Status	Regular, Part-Time (20 Hours)
Program Site	Miryam's House
Reports To	Program Director - Transitional Housing
Salary Scale	Grade P29, starting at \$20.00 per hour
Job Summary	Responsible for overseeing the community living aspects of Miryam's House, in keeping with Transitions mission and values.
Essential Job Duties	Household Management & Maintenance: - Assign, track, and check completion of household chores to maintain a clean and safe environment. - Conduct regular walkthroughs of the home to ensure chores are completed and common areas are well-maintained. - Maintain household supplies and coordinate supply orders to support a clean, safe, and well-stocked living environment. - Prepare and reset resident rooms after move-outs, ensuring they are clean, furnished, and ready for new residents. Food, Grocery, & Meal Planning Support: - Conduct regular grocery shopping to ensure the house remains stocked with essential food and household supplies. - Assign and track resident cook-night responsibilities, including scheduling residents and supporting follow-through. - Help residents develop practical meal plans that support budgeting, shared-house expectations, and basic nutrition. Community Engagement & Events: - Facilitate weekly community meetings. - Plan and facilitate community groups and events, such as departure parties, birthday celebrations, holidays, etc. Administrative & Financial Responsibilities - Assign, collect, and track resident rent payments in coordination with administrative systems. - Coordinate volunteer groups and schedules; track volunteer hours and submit quarterly reports. Communication & Coordination - Assist with enforcing house guidelines and fostering a cooperative, respectful living environment. - Communicate regularly with the Director of Transitional Housing and case management staff regarding resident needs, concerns, or program updates. Miscellaneous Duties - Within the context of the stated principal job duties, and consistent with Transitions fundraising and marketing efforts, serve as an ambassador and positive representative of Transitions mission, values, and programmatic efforts. - Perform other duties as directed or as required.

Key Accountabilities	✓ Arrive on time and ready to work assigned schedule. ✓ Interact with co-workers, other professionals, and all interested parties in a professional manner. ✓ Take direction, interact and maintain open communication with supervisor. ✓ Coordinate and cooperate with supervisors, participants, and coworkers. ✓ Comply with company policies and procedures. ✓ Ability to work in a collaborative team environment with multiple demands.
Job Competencies	Integrity and Trust: Is someone that is truthful and honest. Is willing to admit mistakes and does not misrepresent self for personal gain. Decision Making: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions. Strategic Thinking: Formulates objectives and priorities and implements plans consistent with the long-term interest of the organization. Planning: Determines the length and difficulty of tasks and projects. Breaks down work into process steps. Develops schedules and anticipates problems or roadblocks. Organization: Can arrange resources and information in a useful manner to get things done and accomplish goals. Partnering: Develops networks and builds alliances; collaborates across boundaries to build relationships and achieve common goals.
Qualifications	Required: • High school diploma or equivalent. • Strong organizational and time-management skills. • Ability to set and maintain clear boundaries while supporting residents with empathy and respect. • Effective communication skills and ability to resolve conflict constructively. • Basic financial literacy and ability to handle small-scale cash transactions (rent collection, grocery purchases). • Valid driver's license and insurance and ability to complete grocery shopping and errands. • Ability to lift up to 25 lbs. and perform light housekeeping or room setup tasks. Preferred: • Some college or training in social services, human services, or related field. • Experience working in communal living environments or with vulnerable populations.
While this job description is an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary. This job description does not represent a contract for employment.	
Employee Signature:	
Date:	