



## JOY CLOSET, INC. Job Description

**Job Title:** Eagle Fly Coordinator  
**Report To:** Executive Team  
**FLSA:** Non-Exempt  
**Approved Date:**

### **SUMMARY:**

Under the direction of the Eagle Fly Manager, the Eagle Fly Coordinator will:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: EAGLE FLY COORDINATOR**

Cultivate and maintain a positive community impression of the Eagle Fly Program and of Joy Closet. Seek community partnerships to acquire highly qualified mentors that meet the mission of Joy Closet. Train and vet prospective mentors that inquire about the program.

Perform a “get to know you” session with each mentee referral to determine if they are a good fit for the program.

Empower mentor/mentee pairs to set appropriate goals and assist pairs in achieving the goals.

Coordinate gatherings and life skills trainings with community partners that are based on the interest of the mentees.

Continue looking for ways to expand the Eagle Fly Program alongside the direction of the EFP Manager and Executive Team

Assist EFP Manager with keeping up to date information on social medias for the Eagle Fly Program.

Other duties as assigned by the Executive Team including, but not limited to:

- Helping as needed with closet duties
- Assisting with all fundraisers and major events
- Transporting volunteers/mentees as needed

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individual must be at least 21 years of age for employment eligibility.

**EDUCATION and/or EXPERIENCE:**

3+ years experience working with children of all abilities. Experience of working with or being a foster/kinship/adoptive family.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisor, clients, fellow employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic math.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Not applicable.

**PHYSICAL DEMANDS:**

The physical demands as described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands and fingers, handle, or feel; and reach with hands and arms. The employee is also frequently required to stand, walk, talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but may become excessive.

**COMMENTS:**

Must demonstrate:

- Organizational skills and the ability to work independently.
- Respect for the dignity and equality of all people.
- Maintenance of standards of confidentiality in accordance with Joy Closet policies.
- A positive image of the program through a high level of professionalism.
- Ability to work flexible hours and maintain a positive leadership role.
- A commitment to the client-centered/client-directed mission and philosophy of the agency.
- Adherence to all Joy Closet policies.

**HOURS, EXEMPTION & SALARY**

**Hours:** 40-45 hrs/week

**Exemption:** Up to 5 hours/week telecommuting (must be available by phone if telecommuting)

**Salary:** \$15-\$17/hour based on experience

**I have been provided a copy of my job description. I have read it thoroughly, and I understand my job responsibilities.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

Joy Closet, Inc. does not discriminate on the basis of race, color, national, social, or ethnic origin, sex (including pregnancy, childbirth, or other related medical condition), sexual orientation, gender identity and/or expression, religion or belief, age, disability, marital, civil union, or domestic partnership status, or familial or parental status in employment or the provision of services. We celebrate diversity and are committed to creating an inclusive environment for all employees.