



# COMMUNITY REACH, Inc.

15 First Avenue, Red Lion, PA 17356  
(717) 244-6934

[www.CommREACH.org](http://www.CommREACH.org)

communityreachinc@gmail.com

## Mission of Community REACH

“Our mission goes far beyond serving our community. We aim to always be an understanding support system and a safe haven for everyone who enters our facility. We truly make every effort to establish personal relationships with our clients and have genuine interactions with those we serve. Community involvement and networking with other agencies or organizations, as well as with churches and schools, allows us to grow our services as the needs grow and change each year.”

## Program Coordinator

Part-time, 25 hours weekly, year-round  
\$19,500 Annual

The Program Coordinator is a part-time position of Community REACH, Inc. charged with overseeing the delivery of the service programs of the agency as well as other events to enrich the lives of those served. The individual in this position is entitled to the negotiated rate of pay. Other expectations are outlined in the Employee Handbook.

## QUALIFICATIONS

### TRAINING AND EXPERIENCES:

Graduation from high school or the equivalent, required; Bachelor's Degree in social science, human service, preferred (or equivalent life and professional experiences would be considered in lieu of an earned degree).

- Proficiency with database software.
- Volunteer coordination.
- Knowledge of food pantries and/or social service delivery.
- Knowledge of resources available to assist individuals and families who are at-risk. • Prior experience in a non-profit setting.

### GENERAL:

- Ability to work cooperatively with others.
- Ability to effectively communicate with agency staff members and volunteers.
- Understands the importance of and practices confidentiality.
- Ability to work independently within the scope of assigned responsibilities.
- Ability to plan workload and implement successful program strategies.
- Volunteer coordination within a social service or educational setting.
- Ability to handle multiple tasks and function effectively under pressure.
- Ability to be flexible with daily work assignments.
- Position may require standing, bending, pushing, stooping, and lifting approximately 40 pounds.

**PERFORMANCE RESPONSIBILITIES: The Program Coordinator shall:**

- Oversee the food pantry inventory and distribution programs of the agency.
- Maintain and manage distribution records and reports, as required.
- Partner with the Central Pennsylvania Food Bank and the York County Food Bank.
- Cultivate relationships with area business leaders, governmental agencies, as well as local pastors and congregations to secure support and raise awareness.
- Collaborate with the Director to recruit, train, and coordinate volunteers.
- Develop and facilitate programs and referral services to help address the needs of individuals and families.
- Oversee donations and ensure product availability necessary to supply the programs.
- Attend monthly staff meetings.

**REPORTABILITY:**

The Program Coordinator is reportable to the Director. The Program Coordinator will collaborate with the Director to develop and submit a written report to the BOD on a monthly basis. The Program Director will receive a six-month review conducted by the Director and a member of the Personnel Committee.

**EOE STATEMENT:** We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We encourage minority applicants to apply.

**APPLICATION PROCESS:**

Submit the following to Community REACH Board of Directors, Attention: Brooke Bensinger, Chair of the Personnel Committee @ [bbp1310@gmail.com](mailto:bbp1310@gmail.com) by 9:00 P.M. on Wednesday, June 23rd, 2021.

- a. Letter of interest
- b. Resume
- c. Three references
- d. Clearances (Go to <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>.)
  - Pennsylvania Child Abuse History Certification (Act 151)
  - Pennsylvania State Police Criminal Record Check (Act 34)
  - FBI Clearance (Act 114)

Questions? Please contact Tammy Grove, Community REACH Board Chair, @ 717-870-6466.