|  |
| --- |
| Associate Recovery Coordinator**Triangle Club - Dover, NH 03821** |

Part-time (up to 20 hours per week)

Club hours of operation are 9 a.m. to 8 p.m. M-F and 10-3 Sat/Sun. We are seeking individuals who can provide evening and weekend coverage. Additional hours will be on an as needed basis.

Essential Position Objectives

The*Associate Coordinator*of the Triangle Club will work under the direct leadership of the Primary Coordinator.

Position Qualifications:

* Extensive and active experience with 12-Step meetings.
* Working knowledge of a variety of addiction recovery modalities and the ability to oversee the successful implementation of all in-house recovery efforts.
* Ability to work a flexible schedule including evenings and weekends.
* Maintains the confidentiality of sensitive information.
* Superior phone and people skills.
* At least 1 year of continuous sobriety

PERFORMANCE GOALS

* Be a continual presence in the facility and be available to answer all phone calls.
* Deal with patrons in a compassionate yet professional manner at all times.
* Oversee and maintain when necessary, a level of cleanliness of the facility, through light but regular cleaning and through the engagement of volunteers.
* Take direction at all times from primary coordinator.
* Complete all tasks as assigned.

Interested individuals should contact Mark Lefebvre ([onekaway@yahoo.com](mailto:onekaway@yahoo.com), 603-502-8900) for more details