



Every one. All ways.

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin – including Tomales, Bolinas, Stinson Beach, and San Geronimo Valley – who are struggling to make ends meet. We respond to ever-changing circumstances, address needs not addressed by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crisis with vital support taking many forms—supplying food to the hungry, clothing and household items to dislocated families, referrals for county, state or federal support services, and sponsorship of other local non-profits providing important services. to our shared community

PROGRAM MANAGER – COMMUNITY RESOURCE CENTER JOB DESCRIPTION

Position summary

- ☐ Supervises Assistant Manager.
- ☐ Tracks data on clientele and volunteers.
- ☐ Assists individuals in need of WMCS services, including casework and referrals.
- ☐ Understands the needs of low-income individuals and families in West Marin.
- ☐ Organizes WMCS programs and events.
- ☐ Reports to Executive Directors.
- ☐ Performs other duties as assigned by Director or Board.
- ☐

Competencies

- ☐ Bi-lingual communication skills, welcoming demeanor.
- ☐ Sensitivity to clients' needs and cultural background.
- ☐ Strong time management and attention to detail
- ☐ Proficiency in computer use, including Excel, Word and databased programs.
- ☐ General management and organizational skills.

Requirements and Duties

- ☐ Program coordination: Food Pantry, Emergency Assistance Programs, Waterdogs, Tax Prep Day, and other programs.
- ☐ Assists individuals needing help with housing, energy and emergency assistance, referrals, and other casework.
- ☐ Provides back-up to Assistant Manager with general operations including clerical and reception duties, food pantry distributions, and event library rentals as needed.
- ☐ Attend sponsored programs, including Waterdogs, A Community Giving Thanks, Holiday Gifts, Tax-Prep Day, Breaking Bread....
- ☐ Supervise Follow all safety procedures.
- ☐ Communicate with Executive Director regarding all questions and issues.

Physical requirements - Ability to:

- ☐ Move boxes of food for Food Pantry and dishes, etc. for Event Library.
- ☐ Sit and type at computer.