



Recovery Café JoCo Café Manager  
Job Description

Supervisor: Executive Director  
Updated: December 28, 2024

### **Specific Responsibilities**

The Recovery Café JoCo Café Manager currently reports to the Executive Director of Upstream Prevention for supervision of efforts and activities, and also to the volunteer Core Team of the Café. This role's primary focus the day-to-day tasks and management of Recovery Café JoCo, supporting Café members, and increasing awareness of the Café in the broader community.

The Café Manager is responsible for the following:

- Embrace and promote the Café's Environment of Radical Hospitality in the context of loving accountability
- Oversee daily food and beverage coordination for the café, including supervision of any kitchen operations
- Ensure the Café remains clean and beautiful, including coordination of volunteers to assist with cleanup
- Communicating and enforcing Café guidelines and boundaries with loving accountability
- Attending all Café Staff meetings and trainings
- Serve as a backup facilitator for all Recovery Circles and assist with program development, including the School for Recovery
- Assist members to access community resources and advocate for members
- Assist with or provide supervision of community volunteers and Members when at the café space
- Engage in outreach, networking, and partnership with key community organizations and represent the Cafe at various community organizations as appropriate
- Assist with strategy evaluation, monitoring, and updated assessment processes, including any grant or contract requirements
- Document and report progress, outcomes, and services provided on monthly, quarterly, or annual basis as required
- Assist with miscellaneous organizational tasks as needed

### **Qualifications**

- High School Diploma or Equivalent
  - Bachelor's degree preferred, or
  - Professional experience equivalent of at least 2 years with community-based programs, preferably in the realm of recovery support or harm reduction, can be substituted
- Ability to work independently, often with sensitive information
- Comfort with public relations, outreach, and networking

- Strong task management abilities, including written and verbal communication skills
- Proficiency in basic computer skills sufficient to communicate effectively with staff and other agencies using Microsoft Word, Excel, and email

### **Skills and Knowledge Required for the Position**

To be successful in this position, the Café Manager must possess knowledge of (or be willing to be trained in) the Recovery Café model; the ability to serve as a motivator, conflict resolver, and “de-escalator” for both staff and members; a personal understanding of recovery (although not necessarily from a chemical addiction), and the ability to embody principles of recovery in daily interactions. This individual must have a strong desire to support individuals along their recovery journey, with the capacity to be loving while establishing and maintaining appropriate boundaries.

### **Travel Requirements**

Regular in-state travel required (primarily within Johnson County or to visit other Cafés). Attendance at in-state and out-of-state professional development trainings and conferences may be required (as deemed appropriate and with appropriate notice).

### **Salary Range**

Due to funding restrictions, this position currently has a maximum number of hours allowed and is a **part-time position**. The current hourly wage range for this position is \$21.00 – \$23.00 (equivalent to \$43,680 – \$47,840 if it were full-time). If/when the café expands to additional days, this position will have the option for additional hours or potentially moving to full-time (pending funding availability and a discussion with the supervisor and/or Executive Director).

### **Work Hours**

This position is a part-time position, expected to work 15-20 hours per week. This position is considered non-exempt, with detailed timesheets identifying the level of effort expended and activities required. This position is responsible for staffing the Recovery Café, which is currently open on Thursdays from 2:30 – 6:00 p.m., and Saturdays from 11:30 am – 3:00 p.m. This position will be responsible for setup and closeout each day, along with additional meetings and outreach scheduled throughout the week. Due to the nature of the work, this position will often work a combination of days, evenings, weekends. The goal is for the Café to expand to being open on Fridays (likely Friday afternoon – evening), Sundays (timeframe unknown), and potentially either Wednesdays or Mondays, as the Café grows and additional hours are added.

### **Employee Benefits**

Staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.

## Application Instructions

Application instructions can be found online at

<https://upstreamprevention.org/about/upstream-team/>, but applications should email their application packet to [financial@upstreamprevention.org](mailto:financial@upstreamprevention.org) with the subject: Café Manager Position. Application emails must include:

- A resume or curriculum vita
- Brief introduction or cover letter – this may come as an attachment, or directly within the body of the email submitting your resume for consideration. Upstream is particularly interested in hiring someone with lived experience for this position – lived experience meaning someone in recovery (broadly defined), someone with experience with mental health challenges, or someone who has supported any of these roles. If you identify as having these experiences, please feel free to include that within your email.
- Writing Sample – please respond to **one** of the following questions and include as an attachment. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience and values individuals for authentically being themselves. This is an opportunity to showcase that, and it **shouldn’t be longer than a single typed page:**
  - How do you define recovery?
  - What does the phrase “radical hospitality” mean to you, especially in context of providing loving accountability?
  - How would you describe a Recovery Café to someone new to the model, and/or what it means to you?

## Ideal Timeline

- Position posted December 28<sup>th</sup>, with rolling applications accepted until the right person is found. While we want to fill this position, it is not the highest priority of our open positions, so it may take awhile
- Earliest start date is February 1<sup>st</sup>, pending paperwork and logistics
  - Upstream will conduct a background check **once a provisional offer has been extended and accepted.** We realize it is likely applicants will have a criminal history; **that is not a barrier to Upstream hiring you!** We look for a criminal history that does not include violent offenses, sexual offenses, or offenses against minors. We review each on a case-by-case basis. If you have questions about this at any point, please reach out to Kathleen, and she would be happy to talk to you!