

MIRACLE FARM
Position Description
PROGRAM ADMINISTRATIVE COORDINATOR

POSITION ASSIGNMENT

Position Title: Program Administrative Coordinator

Company: Miracle Farm

Status: Part-Time

Reports to: The Vice President or Program Services of Miracle Farm

Miracle Farm's Vision: *To join Christ in forging broken and hurting boys into men of character and purpose.*

Three Key Results for Miracle Farm:

1. Best in class client outcomes
2. Securing a shared future
3. Be the employer of choice

POSITION SUMMARY

The Program Administrative Coordinator provides administrative and organizational support for Miracle Farm's residential program. This position works closely with the Resident Care Director, Director of Operations, House Parents, school personnel, and other staff to ensure resident records, admissions, medical coordination, meetings, training, communication, and other essential program functions are completed accurately and efficiently.

This role serves as an important administrative hub for the campus, helping ensure that the people directly caring for residents have the information, documentation, resources, and logistical support necessary to serve effectively.

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES

Accurately, efficiently, and effectively perform the following:

Admissions & Resident Records

- Work closely with the Resident Care Director to coordinate and process resident admissions.
- Assist with applications, intake documents, releases, records requests, and other required admissions documentation.
- Maintain complete, accurate, organized, and confidential resident files.
- Ensure essential resident documentation is completed, filed, and maintained according to Miracle Farm policies and applicable minimum standards.
- Maintain resident and agency information within the **SCRIBE** database.
- Monitor documentation requirements and follow up with appropriate staff when information or documentation is incomplete.

Forge Meetings & Plans of Service

- Work closely with the Resident Care Director to schedule and facilitate **Forge Meetings/Plans of Service**.
- Prepare necessary documents and information prior to meetings.
- Record goals, decisions, action items, and other required documentation.
- Help track deadlines, follow-up items, and resident goals resulting from Forge Meetings.

- Ensure updated plans and supporting documentation are appropriately filed and communicated.

Medical Coordination

- Work with house parents to help ensure residents' medical, dental, vision, prescription, and other healthcare needs are appropriately coordinated.
- Assist with scheduling appointments and maintaining required medical documentation.
- Help ensure medical records and required follow-up documentation remain current and properly filed.
- Communicate relevant scheduling and administrative information to house parents and appropriate staff while maintaining confidentiality.

Education & College Coordination

- Serve as a primary administrative liaison between Miracle Farm and Premier High School.
- Assist with school enrollment, records, scheduling, communication, and other educational logistics.
- Help monitor and communicate important school deadlines and requirements.
- Facilitate college admissions processes for graduating residents.
- Assist eligible graduates with CAHM scholarships and other applicable educational resources.
- Help coordinate college documentation, applications, transcripts, financial-aid information, and enrollment requirements.

Staff & Program Administration

- Attend administrative and program meetings to take notes, document decisions, track action items, and assist with follow-up communication.
- Work with Lead House Parents to coordinate required staff training and maintain appropriate training records.
- Assist with planning and coordinating interview itineraries for prospective employees and program candidates.
- Work alongside the Director of Operations to facilitate clear and consistent campus communication.
- Assist the Director of Operations with scheduling, documentation, correspondence, and other administrative responsibilities.
- Support program staff with forms, records, calendars, reports, and other administrative needs.

Office Coordination

- Respond professionally to general phone calls, emails, and inquiries.
- Direct inquiries to the appropriate staff member and ensure important communications receive appropriate follow-up.
- Maintain adequate office supplies and coordinate purchasing and restocking.
- Help ensure the office and staff kitchen remain appropriately stocked and organized.
- Provide hospitality and administrative support for visitors, families, candidates, and community partners as needed.

BEHAVIOR-BASED COMPETENCIES

- Demonstrates Christian, biblical behavior at all times—honoring God through personal and professional conduct aligned with Miracle Farm's Mission, Vision, and Core Values.
- Exercises good judgment, adaptability, and problem-solving in dynamic situations.
- Communicates clearly and respectfully with staff, students, and stakeholders; maintains confidentiality.
- Exhibits teamwork, reliability, and initiative.

- Maintains good physical stamina and emotional resilience required for mentoring youth in a residential ranch environment.
- Must possess a valid Texas Driver's License and qualify for coverage under Miracle Farm's vehicle insurance.
- Computer literate and proficient with Microsoft Word and related software.

KEY REQUIREMENTS

- Strong commitment to the mission and values of Miracle Farm.
- Excellent organizational skills and strong attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple responsibilities, deadlines, and priorities.
- Ability to maintain confidentiality and appropriately handle sensitive resident and family information.
- Strong computer and database skills and willingness to learn Miracle Farm's administrative systems.
- Ability to work collaboratively with residential staff, administrators, families, schools, and community partners.
- Previous administrative, residential-care, nonprofit, education, case-management support, or office-management experience preferred.
- Ability and willingness to meet applicable training, background-check, and minimum-standard requirements.

Core Competencies

- Organization & Attention to Detail
- Documentation & Recordkeeping
- Administrative Coordination
- Communication
- Confidentiality
- Follow-Through
- Time Management
- Teamwork
- Problem Solving
- Service & Hospitality

Other Responsibilities

The Program Administrative Coordinator will assist the Director of Operations and other program leadership with additional administrative responsibilities and perform other duties as assigned by the President.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 lbs. occasionally and/or frequently.
- Regular office work.

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Program Administrative Coordinator of Miracle Farm and can perform the essential functions required. I have received a copy for my records.

Received by: _____

Signature

Date

Print Name