

Title: Peer Services Coordinator

Department: Peer Services / Inclusive Recovery Athens

Supervisor: Executive Director, Inclusive Recovery Athens

Job purpose: To lead and enhance peer support initiatives within Inclusive Recovery Athens by providing one-on-one and group peer services, supporting daily accountability, and fostering a welcoming, affirming, and inclusive environment—especially for LGBTQ+ individuals in recovery.

Hours: Full-Time (Up to 40 hours/week)

General description: The Peer Services Coordinator provides peer support services, facilitates peer-led groups, and conducts daily peer check-ins with goal-setting. This role is vital to creating an affirming and inclusive space for individuals in recovery, particularly those in LGBTQ+ and other marginalized communities. The Coordinator will support program development, contribute to outreach and training initiatives, and provide cross-functional support to residential programs as needed. This position requires initiative, empathy, strong communication skills, and a commitment to diversity, equity, and inclusion.

Education/certification/license requirements:

1. Certified Peer Specialist (CPS) or Certified Peer Specialist–Addictive Disease (CPS-AD) preferred or eligible
2. Must be current and maintain all CEUs if certified

Knowledge, skills, and abilities:

1. Lived experience with recovery, especially within LGBTQ+ and/or marginalized communities
2. Experience providing one-on-one peer support and facilitating peer-led groups
3. Understanding of DEI principles and how they apply to recovery spaces
4. Ability to set and support daily goal-setting with peers
5. Strong communication and interpersonal skills
6. Ability to build trust and maintain supportive peer relationships
7. Ability and willingness to be cross-trained and support other ARC departments as needed
8. Familiarity with harm reduction, trauma-informed care, and culturally affirming practices
9. Proficient in Google Suite, Canva, social media, and data management tools
10. Ability to work flexible hours, including evenings and weekends
11. Experience with or willingness to assist with training delivery and education initiatives
12. Ability to model core values of the organization and remain adaptable in changing environments

Responsibilities:

1. Facilitates peer-led groups and provides one-on-one peer support
2. Conducts daily peer check-ins and supports peers in setting and tracking daily goals
3. Builds and maintains a safe, affirming, and inclusive environment for all participants
4. Collaborates with the Executive Director to support peer program development
5. Contributes to social media and outreach efforts to promote peer services
6. Assists in delivering training and educational initiatives
7. Integrates DEI principles into all services and interactions
8. Participates in community outreach to build partnerships and increase engagement

9. Assists in collecting and reporting data to evaluate program impact
10. Completes cross-training and provides support to ARC residential programs as needed (up to 12 hours/week)
11. Covers roles such as phase counseling, group facilitation, and residential assistant when needed
12. Attends staff meetings and participates in organizational activities
13. Performs other related duties as assigned by supervisor