

Peer Support + Recovery House Coordinator (Essex)

About VFOR

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovering housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to survive.

Position Overview

We are seeking a dedicated, full-time Peer Support + Recovery House Coordinator for our Essex Recovery Houses for Women. This in-person role will oversee day-to-day operations of two recovery houses, maintain a safe and welcoming environment, and provide peer guidance to residents. This role blends operational responsibilities with the ability to leverage lived experiences in recovery to support residents effectively.

Key Duties and Responsibilities

- Oversee daily operations and maintenance of the recovery house, including cleanliness, safety and compliance with housing and health standards.
- Provide peer support and mentorship to residents, sharing insights in a professional and constructive manner.
- Facilitate resident engagement, house meetings and activities that support recovery goals
- Coordinate with external service partners, vendors, and internal teams to ensure smooth operations.
- Maintain appropriate boundaries while fostering a supportive environment.

Desired Qualifications

- Lived experience in recovery – whether through your own journey or through a close, personal or professional connection to someone in recovery – with the ability to apply insights professionally in a peer-supported context.
- Strong organizational, communication, and problem-solving skills.
- Reliability, empathy, and a commitment to supporting residents' recovery journeys.

- Ability to maintain confidentiality and adhere to ethical standards.

Compensation & Benefits

- This position is classified as full-time, non-exempt
- Competitive pay, \$25.00 - \$27.00 per hour
- Comprehensive medical, dental, and vision coverage
- Generous Paid Time Off (PTO) and holiday schedule
- Retirement plan options

Our Commitment

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

How to Apply

Please submit your resume and brief cover letter sharing why this role matters to you and how your experience can support our mission of fostering safe, empowering recovery communities to VFOR's Human Resources Department at hr@vfor.org.

Employment is contingent upon the successful completion of a background check.

This position is supported in part or in full by grant funding. Continued employment is contingent upon the continued availability of funding.

The Vermont Foundation of Recovery is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.