



<b>Job Title:</b>	Center-based Program Coordinator
<b>Reports To:</b>	Program Director
<b>Work Schedule:</b>	Full-Time
<b>Level/Salary Range:</b>	
<b>FAX OR EMAIL APPLICATION &amp; COVER LETTER TO:</b> HANNAH@CALMWATERS.ORG <b>Subject Line:</b> Center-based or Grief Services Program Coordinator	
<b>Job Description</b>	
<p><b>SUMMARY</b></p> <p>Operating under the oversight of the Program Director, the Center-based Program Coordinator is responsible for creating, managing and, overseeing all programming efforts including center groups and initial service consultations. Additionally, the Center-based Program Coordinator is responsible for the training and supervision of program volunteers and interns in partnership with the Community Outreach Coordinator.</p> <p><b><u>Essential Duties &amp; Responsibilities:</u></b></p> <p><b><i>Program Duties</i></b></p> <ul style="list-style-type: none"> <li>• Effectively implements Calm Waters support groups on Monday and Thursday evenings.</li> <li>• Complete and coordinates intakes and client follow-up calls for those attending divorce support group and grief support groups.</li> <li>• Manages Initial Service Consultation (initial therapy assessments) scheduling and completes assessments as needed.</li> <li>• Provide ongoing supervision and support program volunteers and interns.</li> <li>• Continue to monitor evidenced-based curriculum for all programs and creates/adapts curriculum as needed.</li> <li>• Coordinate data collection activities and analyze data for center-based programs.</li> <li>• Work in conjunction with the Community Outreach Coordinator to train and recognize volunteers.</li> <li>• Work with the Program Team to plan and implement annual summer camp, Camp Courage.</li> <li>• Conduct therapy/consultations with children, teens, and adults and complete accompanying paperwork.</li> <li>• Provide oversight, training, and supervision for all undergraduate and graduate non-clinical internships.</li> <li>• Establish and oversee University partnerships regarding undergraduate and non-clinical graduate internships.</li> </ul> <p><b><i>Administrative and Community Duties</i></b></p> <ul style="list-style-type: none"> <li>• In partnership with the Community Outreach Coordinator, provide program leadership and support to volunteers, including regular performance evaluations.</li> <li>• Participate in annual department budget and monthly reports regarding revenue, client volumes and program trends.</li> <li>• Participate and adhere to timeline in Calm Waters Strategic Plan.</li> <li>• Plan annual Programs calendar.</li> <li>• Attend regularly scheduled staff meetings, team member meetings, and program committee meetings.</li> <li>• Perform other duties as assigned by the Program Director.</li> </ul> <p><b>ADDITIONAL SKILLS AND ABILITIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Demonstrates excellent verbal and written communications and presentation skills</li> </ul>	

- Must be knowledgeable and proficient with Microsoft Office Suite and Adobe Suite or other design software
- Must be an innovative self-starter searching for ways to simplify processes and enhance programming
- Must be able to develop , prepare and manage program budgets
- Demonstrates leadership abilities and ability to utilize reflective supervision
- Ability to work as a cooperative and supportive team member
- Ability and willingness to assist development and marketing in all events
- Ability to exercise discretion in handling confidential information and materials in compliance with HIPAA
- Ability to communicate effectively and respectfully with peers, volunteers and other stakeholders

**EDUCATION AND/OR EXPERIENCE**

Master's Degree in Counseling, Social Work, Human Development or a related field.

**ADDITIONAL JOB REQUIREMENTS**

Willingness to work evenings.

Clearance of background check.

A strong clinical understanding of research based, clinical interventions specific to children and families grief experience.