



Job Title:	Center-based Program Coordinator
Reports To:	Program Director
Work Schedule:	Full-Time
Level/Salary Range:	

FAX OR EMAIL APPLICATION & COVER LETTER TO: HANNAH@CALMWATERS.ORG

Subject Line: Center-based or Grief Services Program Coordinator

Job Description

SUMMARY

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.

Essential Duties & Responsibilities:

Program Duties

- Effectively implements Calm Waters support groups on Monday and Thursday evenings.
- Complete and coordinates intakes and client follow-up calls for those attending divorce support group and grief support groups.
- Manages Initial Service Consultation (initial therapy assessments) scheduling and completes assessments as needed.
- Provide ongoing supervision and support program volunteers and interns.
- Continue to monitor evidenced-based curriculum for all programs and creates/adapts curriculum as needed.
- Coordinate data collection activities and analyze data for center-based programs.
- Work in conjunction with the Community Outreach Coordinator to train and recognize volunteers.
- Work with the Program Team to plan and implement annual summer camp, Camp Courage.
- Conduct therapy/consultations with children, teens, and adults and complete accompanying paperwork.
- Provide oversight, training, and supervision for all undergraduate and graduate non-clinical internships.
- Establish and oversee University partnerships regarding undergraduate and non-clinical graduate internships.

Administrative and Community Duties

- In partnership with the Community Outreach Coordinator, provide program leadership and support to volunteers, including regular performance evaluations.
- Participate in annual department budget and monthly reports regarding revenue, client volumes and program trends.
- Participate and adhere to timeline in Calm Waters Strategic Plan.
- Plan annual Programs calendar.
- Attend regularly scheduled staff meetings, team member meetings, and program committee meetings.
- Perform other duties as assigned by the Program Director.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrates excellent verbal and written communications and presentation skills

- 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.