



Job Title:	Interim Program Coordinator – start July 2023
Reports To:	Clinical Director
Work Schedule:	Part-Time (at least 15 hours a week, possibly more)
Level/Salary Range:	Hourly
Job Description	
<p>SUMMARY</p> <p>Operating under the oversight of the Clinical Director, the Interim Program Coordinator is responsible for managing and overseeing Calm Waters student support groups, serving children and adolescent students who have experienced a loss due to death, divorce, or other significant loss. The Interim Program Coordinator is also responsible for coordinating with the trained volunteers and contract facilitators who support the school support group programs.</p> <p>Essential Duties & Responsibilities:</p> <p><i>Program and Administrative Duties</i></p> <ul style="list-style-type: none"> • Conduct community outreach for potential support groups at elementary, middle, and high schools within Central Oklahoma. • Coordinate and support school counselors, interns, and volunteers to successfully implement partnership services. • Respond to Student Support Group related phone calls and emails from parents/guardians, school counselors, etc. • Monitor Program Coordinator email account and reply in a timely manner. • Update contact sheets when in contact with school counselors/school staff members regarding Student Support Groups. • Check and update student support group registration list. • Communicate and coordinate with School Counselors and CW group facilitators about scheduling groups. <p>ADDITIONAL SKILLS AND ABILITIES REQUIRED</p> <ul style="list-style-type: none"> • 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 • Ability to work as a cooperative and supportive team member • Ability to exercise discretion in handling confidential information and materials • Ability to communicate effectively and respectfully with peers, volunteers, community partners and other stakeholders <p>EDUCATION AND/OR EXPERIENCE</p> <p>Bachelor’s Degree in Psychology, Social Work, Human Development and Family Science, or a related field. A minimum of two years experience in a social service agency or related field.</p> <p>ADDITIONAL JOB REQUIREMENTS</p> <p>Clearance of background check.</p>	