Job Title:	Program Intern
Reports To:	Senior Program Director
Work Schedule:	Part-Time or Full-Time; based on availability

PRIMARY CONTACT FOR QUESTIONS REGARDING THE POSITION: HEATHER@CALMWATERS.ORG

SUBJECT LINE: Program Support and Facilitation Intern

Job Description

SUMMARY

Operating under the oversight of the Center-Based Program Coordinator, Program Support and Facilitation Interns are responsible for facilitating grief support groups at the center. Additionally, as the facilitator, they are responsible for preparing materials, updating the curriculum, and communicating with the school contact person. This position also can include some time spent out in the community representing Calm Waters at resource fairs and other community events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

PROGRAM DUTIES

- Effectively facilitate Calm Waters support groups using the designated the curriculum.
- Provide program leadership and support to volunteers on support group nights.
- Prepare materials for support group.
- Participate and represent Calm Waters at community events, such as but not limited to community resource fairs, etc.
- Attend regularly scheduled reflective supervision meetings with internship supervisor.
- Perform other duties as assigned by Calm Waters staff.

ADMINISTRATIVE AND COMMUNITY DUTIES

- Coordinate and communicate with clients via phone and email.
- Prepare materials for support group.
- Execute miscellaneous tasks as assigned by program staff.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrates discernment and critical thinking
- Ability to receive feedback and utilize reflective supervision
- Ability to work as a cooperative and supportive team member
- Willingness to assist in any and all aspects of support group coordination and facilitation
- Ability to exercise discretion in handling confidential information and materials

EDUCATION AND/OR EXPERIENCE

Currently enrolled at a university for Counseling, Psychology, Social Work, Human Development or a related field.

ADDITIONAL JOB REQUIREMENTS

Available to work during standard office hours: Mon-Thurs 8:30am-5:00pm; Fri 8:30am-12:30pm
Willing to work until 8:00pm at least one evening per week
Provide at least 6 hours of service per week
Commitment to at least 6 months of service
Clearance of background check.
Adherence to HIPPA/FERPA/Confidentiality guidelines.
Demonstrate a professional demeanor and effectively represents the agency in all interactions and settings.
Ability to travel locally within the OKC Metro.