



<b>Job Title:</b>	Community-based Program Coordinator
<b>Reports To:</b>	Program Director
<b>Work Schedule:</b>	Full-Time
<b>Level/Salary Range:</b>	

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

**Subject Line:** Community-based Program Coordinator

**Job Description**

**SUMMARY**

Operating under the oversight of the Program Director, the Community-based Program Coordinator is responsible for coordinating and overseeing Calm Waters' community-based programs, with a primary focus on school-based grief support groups serving children who have experienced a loss due to death, divorce, or other significant loss. The Program Coordinator is also responsible for coordinating with trained volunteers and contract facilitators who support the school support group program. Additionally, this position is responsible for responding to client calls, staffing community outreach events, and supporting other program needs.

**Essential Duties & Responsibilities:**

***Program Duties***

- Conduct community outreach for potential support groups at elementary, middle, and high schools within Central Oklahoma
- Regularly visit partnered schools to build and maintain strong relationships with school counselors, ensuring ongoing collaboration and support for school-based grief programs
- Coordinate, support, train individuals from the community who are interested in volunteering with the school-based program
- Provide program leadership and support to volunteer and contract facilitators, conducting observations and evaluations regularly
- Plan and lead trainings for the community including community outreach events such as resource fairs, etc.
- Work in conjunction with the Program Director to expand reach of Calm Waters grief support services by leading grief support groups in the community as needed
- Assist Program Director in the development and implementation of the annual summer camp: Camp Courage
- Support Program Director in the development of comprehensive evidenced-based curriculum for all programs

***Administrative Duties***

- Respond to client phone calls and inquiries regarding agency services
- 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
- 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**

- Demonstrate 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
- Demonstrate leadership abilities and ability to utilize reflective supervision
- Ability to work as a cooperative and supportive team member



- Demonstrate a high level of professionalism in all interactions when representing the organization
- Ability and willingness to assist development and marketing in all events
- Ability to exercise discretion in handling confidential information and materials
- Ability to communicate effectively and respectfully with peers, volunteers, community partners and other stakeholders

**EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree in Psychology, Social Work, Child Development, Human Development and Family Science, Communications or a related field. Some experience in a social service agency or related field. Equivalent experience may be considered in lieu of the required education.

**ADDITIONAL JOB REQUIREMENTS**

Clearance of background check.

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