



Program Coordinator Job Description

Reports To:

Managing Director

Position Summary:

Coordinates and implements Good Grief of Northwest Ohio's in-school peer support groups, ensuring quality and consistency.

Primary Duties and Responsibilities:

- Working with school counselors or social workers, coordinates and facilitates school-based grief support programs.
 - Coordinates school-based support group outreach plan.
 - Contacts schools to share GGNWO information and resources.
 - Meets with school counselors to determine feasibility of school-based support group in their school.
 - Assures all appropriate agreements and information forms are completed prior to first group session.
 - Collects and maintains data files for each school group.
 - Provides outreach to schools in crisis, offering support as needed and appropriate.
 - Ensuring all set-up and clean-up work is completed, and all meeting supplies are available and replenished as needed.
 - Ensures child safety policies, emergency procedures, and building safety policies are always followed.
- When requested:
 - Assists in making presentations to community groups, teachers, physicians, and others about Good Grief and children's grief issues.
 - Attends bi-monthly Program Committee meetings.
- Meets regularly with managing director and other staff.
- Assists with obtaining photos, family stories, and other information to help support fundraising and educational outreach efforts.
- Other duties, as assigned.

REQUIREMENTS & QUALIFICATIONS

Education: Degree in Counseling, Social Work, or related field preferred.

- **Experience:** Group facilitation experience, grief or bereavement support, experience with art and/or play therapies, experience working with children and teens, experience with under resourced communities of color.

Specific Skills:

- Demonstrates excellent verbal and written communications and presentation skills.
- Innovative self-starter searching for ways to enhance programming.
- Strong sense of compassion/empathy.
- Enthusiastic dedication to GGNWO's mission.
- Good organizational and planning skills.
- Ability to work effectively and respectfully with a wide range of individuals in a diverse community.
- Attention to accuracy in reporting.
- Professional demeanor as a representative of GGNWO.
- Excellent understanding of the needs of grieving people of all ages.

Working Conditions: Part-time (20 Hours/Week,) local travel required, some evening and occasional weekend hours required.