



## **Circles of Hope Program Coordinator**

### **JOB DESCRIPTION**

The Circles of Hope (COH) Program Coordinator is a part-time, hourly position at New Hope reporting directly to the COH Program Manager and the Executive and Assistant Directors. This role requires 32 hours per week, with flexibility for evening program hours. Due to evening program hours, this position will be eligible for flexible scheduling with director approval.

As the COH Program Coordinator, you will be responsible for developing and providing direct oversight and execution of the COH Program including Family Fridays, School-Based Grief Program, and Teen Group, and provide support for our annual Kid's Camp. You will work closely with the Program Team and Directors to ensure the successful delivery of these initiatives, all under the guidance of the COH Program Manager.

### **PRIMARY RESPONSIBILITIES**

#### **Circles of Hope Programming**

- Record and execute program plans, curriculum, and program outcomes for each area of programming.
- Compile and maintain accurate and timely records and reports including attendance, surveys, and additional data for impact reports and the annual report.
- Organize and schedule volunteers and facilitators for COH programming including Family Fridays, Day-to-Play, School-Based Grief Support Programs, and Teen Groups.
- Prepare the monthly agenda and supplies for Family Fridays, which are theme- and activity-based.
- Lead monthly Family Friday program nights and oversee volunteers.
- Responsible for confirming COH programming dates for Teen Groups, School-Based Grief Support, and Family Fridays, and notifying the COH Program Manager of any time or date changes made by the schools or host location.
- Attend and help prepare and support the COH Program Manager for COH meetings for staff, committee, and volunteers.
- Attend facilitator trainings and assist the COH Program Manager to plan and execute trainings for Circles of Hope volunteers
- Work with the COH Program Manager to ensure supplies are ordered for COH Programs.
- Responsible for flagging all COH participants and volunteers in our database.
- General office duties as assigned may include errands, phone support, and general support for other positions.

#### **School Group Coordination**

- Oversight of the School-Based Grief Support Program, including Direct Support After Loss, First Steps Advocacy Program, and School-Based Grief Support Groups.

- Assist with training First Steps Advocacy volunteers.
- Serve as a primary facilitator working with a school-appointed co-facilitator in the onsite School-Based Grief Support Groups.
- Provide oversight, schedule, and plan the First Steps Advocacy Program.
- Compile and maintain accurate and timely records and reports, attendance, inputting student information into DonorPerfect, and adding flags.
- Add school staff contact information to our database.
- Assist with school personnel communications to coordinate Childhood Bereavement Training for School Professionals, First Steps Advocacy meetings, permission slip completion, Memorandum of Understanding (MOU) completion, and School-Based Grief Support Groups.

### **Teen Group**

- Train, recruit, and oversee Teen Group facilitators.
- Secure all permission slips and waivers necessary for teen participation.
- Compile and maintain accurate and timely records and reports, including program outcomes, database profiles, and flagging of teen participants.

### **Annual Kid's Bereavement Camp**

- Provide support for our annual children's grief camp held in the summer (2-day camp).
- Help organize the logistics of camp for campers and volunteers.
- Help prepare program materials under the supervision of the COH Program Manager.
- Oversight of registration process including online forms for both campers and volunteers.
- Serve as a lead counselor for one of the children's groups.

## **QUALIFICATIONS AND ABILITIES**

- Bachelor's degree in education, child development, social work, psychology, or health and human services preferred.
- Must be highly organized with a strong work ethic, good initiative, task management, and attention to detail.
- Experience leading volunteers preferred.
- Experienced and comfortable with leading small groups of children, teens, adults, and family units.
- Personal experience with grief and healing after loss is beneficial.
- Demonstrates strong written and oral communication skills.
- Willing to continue professional development in grief education to assist in writing and creating a curriculum for all COH programming.
- Must have reliable transportation and be willing to travel 25+ miles if necessary.
- Ability to work a flexible schedule with some evening/weekend availability as necessary.

## **COMPANY OVERVIEW**

New Hope Center for Grief Support, located in Northville, Michigan, is a 501c3 non-profit organization dedicated to bringing hope, healing, and new beginnings to adults and children

grieving the death of a loved one. Our vision as a bereavement resource center for Southeast Michigan is to see those who've come through our program create a safe, understanding community for others in grief and help change the way our culture responds to grief and loss. For more information, please visit our website at: [www.newhopecenter.net](http://www.newhopecenter.net).

#### **BENEFITS AND COMPENSATION**

- Part-time staff position with future potential for full-time employment
- Competitive hourly salary based on experience and education
- Vacation and holiday pay
- Access to bereavement training and leadership development opportunities
- Flexible scheduling to promote work-life balance
- Salary range \$22-\$24 (based on education and experience)