



Job Title: Program Coordinator

Organization: Joel's Place for Children

Reports To: Board President

Location: Cleveland, Ohio

About Joel's Place for Children

Joel's Place for Children is a non-profit organization dedicated to providing compassionate support and resources for grieving children and their families. Our mission is to provide peer based grief support for school-aged children and their families after the death of someone special.

Position Overview:

Joel's Place for Children is seeking a dedicated and compassionate individual to join our team as a Program Coordinator. Working closely with staff, volunteers, and families, the Program Coordinator supports the successful coordination and facilitation of our peer-based grief support groups for children and their families. This position reports directly to the Board President and involves collaboration with other team members to ensure the safe and effective delivery of our programs.

Key Responsibilities:

Facilitate Support Groups:

- Lead and facilitate peer-based grief support groups for school-aged children, providing a safe and supportive space for expression and healing.
- Develop and implement trauma-informed age-appropriate activities and discussions that promote emotional well-being and resilience.

Program Management:

- Work independently and with volunteer facilitator team to develop and refine program offerings based on best practices in grief support, especially as agreed up on in the National Alliance for Children's Grief (NACG)
- Coordinate logistics for support group sessions, including scheduling session date, participant registration (including intake

new family interviews), hospitality coordination, and communication with families and program facility.

- Collaborate regularly with the Board President to review program results, assess progress toward organizational objectives, and identify areas for growth or adjustment.
- Lead pre-meeting with facilitators to provide pertinent information for the evening and connect, ground and center facilitators on nights of support.
- Lead post-meeting with facilitators for reflection, questions or other discussion to end the evening for all facilitators on nights of support.
- Onboard, mentor and manage volunteer facilitators, assist them with any issues or concerns

Collaboration and Outreach:

- Collaborate with NACG, community organizations, schools, and mental health professionals to enhance program reach and impact.
- Conduct outreach to increase awareness of Joel's Place for Children and its services within the community.
- Lead the recruitment and screening of potential facilitators, collaborating with the Board for approval and coordinate applications and background check verifications

Training and Supervision:

- Provide training and guidance to volunteer facilitators to ensure consistency in program delivery.
- Supervise and support volunteers during support group sessions.

Documentation and Reporting:

- Maintain accurate records of program attendance, participant feedback, and other relevant data.
- Prepare regular reports for the Board of Directors to assess program effectiveness and identify areas for improvement.
- Track and submit time spent each month and submit to Board President on/before the 25th day of each month.
- Create and maintain digital library of process documentation to standardize program delivery, maintain quality control, and support ongoing evaluations and program improvement.

Qualifications:

- Master's or Bachelor's degree in child life education, social work, counseling, psychology, nursing, or a related field.
- Experience in grief support, counseling, or related areas, particularly with children and adolescents.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Empathy and sensitivity to the needs of grieving children and their families.
- Background check required.
- Confidentiality is a must.

Hours: 20–30 hours per month (*hours may range, additional hours as approved by Board President*)

Compensation: \$22 per hour

How to Apply:

Interested candidates are invited to submit a resume, cover letter, and three professional references to info@joelsplaceforchildren.org. Please include "Program Coordinator Application – [Your Name]" in the subject line.

Joel's Place for Children is an equal-opportunity employer. We encourage candidates of all backgrounds to apply.

