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**JOB DESCRIPTION**

**JOB TITLE: Program Coordinator (Camp HOPE)**

**HOURS: Full time - 40 hours per week, M-F 8:00am - 5:00pm, with flexibility to attend activities on some weekends and summer camp sessions**

**JOB CLASS: Exempt**

**SUPERVISOR: Program Manager**

**General Responsibilities**

The Program Coordinator is a professional level position that oversees the Camp HOPE America program at Crisis House. The Coordinator integrates the HOPE philosophy within the agency and coordinates the activities under the Camp HOPE umbrella.

**Key Responsibilities**

Camp HOPE is a year round program that culminates in the annual camping experience in the summer, and monthly activities during the year. The Program Coordinator serves as the program lead: attends all weeks of camp in the summer and hosts the year round activities. The Coordinator works directly with children impacted by family violence using a trauma-informed approach as well as the evidence-based practices of Camp HOPE America with execution of the Camp HOPE America Toolkit. The Program Coordinator will screen and select children for the Camp HOPE program including collecting necessary information about campers’ emotional, medical, and psychological needs. The Coordinator will be the liaison with the Camp HOPE America Director regarding vision, mission, specific goals, objectives, activities and outcomes.

**Administration**

* Work closely with Camp HOPE America’s national office
* Execute paperwork for campers, adult staff, mentors, counselors, volunteers
* Train participants (excluding campers) in trauma-informed approaches, including training modules
* Ensure all adults and counselors are livescanned prior to engaging in activities
* Collect, analyze and report on campers’ HOPE research data
* Track involvement in activities on a monthly basis

**Communication**

* Devise strategy to integrate and communicate HOPE philosophy to Crisis House staff.
* Facilitate positive and professional communication with all youth and their caregivers.
* Develop/train adult staff, counselors and volunteers with roles and realistic expectations of upholding the Camp HOPE America mission and vision.
* Communicate with Camp HOPE America Director.
* Ability to communicate Camp HOPE vision and mission to funders and donors.

**Qualifications**

* Bachelor’s degree from an accredited college or university in a related health or human services field with two years of professional experience;
* Or, Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Clinical Addictions Specialist, or Licensed Psychological Associate.
* Bi-lingual helpful.
* Valid CA Drivers’ License.

**Preferred Knowledge, Skills, and Qualifications**

• Experience and sensitivity in working with children and families impacted by domestic and sexual violence; • Specialized training in child trauma response and treatment modalities; • Knowledge of the characteristics/needs of individuals/families of all ages/racial/ethnic/cultural, to complete assessments/evaluations/plans at intake and throughout the care coordination, treatment planning and service provision process; • Knowledge of best practices relating to family violence which includes identification, safety, confidentiality, and program development; • Knowledge of confidentiality and client/victim rights; • Group facilitation skills to conduct treatment planning sessions, staff meetings, group supervision, and group/family sessions; • Ability to work as part of a fast-paced multi-disciplinary team which includes the ability to establish and maintain effective working relationships with diverse persons; • Skilled in problem solving, decision making, and conflict resolution. Ability to deal with persons experiencing stress and the ability to communicate effectively in challenging situations; • Ability to work effectively under high pressure circumstances and manage crisis and emergency situations; • Ability to communicate effectively, both verbally and in writing, with diverse groups of individuals.

Send cover letter and resumes to: [resumes@crisishouse.org](../../AppData/Local/Microsoft/Windows/AppData/Local/Microsoft/Windows/INetCache/AppData/Local/Microsoft/Windows/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/T333UK8O/resumes@crisishouse.org)

See full job description at [www.crisishouse.org](../../AppData/Local/Microsoft/Windows/AppData/Local/Microsoft/Windows/INetCache/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/BN89BLS7/www.crisishouse.org); position is open until filled.

**Crisis House is an Equal Opportunity Employer :***Crisis House is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability or veteran status or any other consideration made unlawful by federal, state or local laws.*