

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

The Matthews House

Position: Experiential Education Coordinator

Status: Part Time-20 Hours/Week

Job Description: Responsible to help coordinate Experiential Education (EE) activities, including managing sign-up sheets, documentation and transportation and EE program development.

Supervised by: Experiential Education Director

Qualifications:

- Demonstrates skills critical to group planning and organization.
- Ability to engage and interact with participants and volunteers attending EE activities.
- Must have an understanding of trauma and trauma related symptoms of youth and families who have suffered abuse or neglect and may have mental health and/or substance abuse issues.
- Must have proven organization, time management and team partnership skills.
- Ability to respond safely to emergency situations.
- Must be able to transport and have a clean driving record.
- Skilled in online documentation and use of database systems.

Responsibilities:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Bachelor's Degree from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
- Must have proven organization, time management and team partnership skills.
- Knowledge of community resources is helpful.
- Skilled at using word processing, database, presentation software and Google mail
- Maintain good communication with the EE Director, the activities facilitators and other staff.
- Manage activity sign-up sheets and documentation.
- Coordinate transportation utilizing volunteers and staff as needed.
- Coordinate each activity, including selecting appropriate curriculum, providing needed materials and setting up the space.
- Assist in EE program development.
- Identify and communicate with outside resources who can support the EE activities.
- Assist in managing logistics of activities and overseeing space.
- Engage and support volunteers who transport for and attend activities.
- Comply with and support suggestions and policies set by The Matthews House Leadership.
- Help with development of monthly newsletter and distribution list.
- Take photos and videos for development use

- Must have flexible schedule and ability to work nights and weeknights (up to 4 nights per week)
- Willingness to meet one on one with youth to develop ongoing skills and interests

Special requirements:

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with fragile families. Must have solid relationship skills necessary to engage families and collaborate with professional service providers, including Larimer County Department of Human Services. Frequent operation of office equipment is required. Candidate must possess good moral character.