

Live the Victory, Inc.  
415 Mason Ct. #1  
Fort Collins, CO 80524  
Federal ID# 20-2894339



## 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.

Unpaid position (course credit, unlimited coffee, and fun office culture available!)

### **Summer Internship: Parent Café**

Be Strong Families / Strengthening Families Illinois developed the first parent café process to support programs and communities in engaging parents, building protective factors, and promoting deep individual self-reflection and peer-to-peer learning. Parent Cafés are based on the principles of adult learning and family support and are a gateway to providing parent leadership opportunities. Our program currently serves a total of six cafés supporting over 50 parents with their parenting needs. The Parent Café Intern will assist the facilitator in various aspects of setting up/tearing down a café as well as co-facilitating a class and supporting parents within the class time.

**Job Description:** The Parent Café Intern will work out of The Matthews House Community Life Centers and will assist the Parent Café Facilitator in coordinating and conducting the Cafes.

**Supervised by:** The Parent Café Coordinator

### **Qualifications:**

- Individuals with excellent interpersonal skills who enjoy talking with parents in a non-judgmental environment are the best candidates for this position.
- Having experience as a parent is helpful but not required.
- Having experience with the public is helpful, knowledge of the Larimer County community is desirable.
- An openness and willingness to work with all cultures, back grounds and a variety of human service agency staff is necessary.
- Clear verbal and written communication skills is a must.
- The ability to listen and quickly assess urgency for someone who may be in crisis is helpful.
- Possess dedication, commitment, tact, and willingness for the Parent Café Program is desired.
- Ability to be flexible if facilitator is out and intern needs to fill in head role.

### **Responsibilities:**

- Assist facilitator in set up and tear down of all cafés assigned.
- Data entry of attendance and other information as needed.
- Act as a support to connect parents with community resources as well as Matthews House support.
- Provide professional and prompt documentation for all cafés.
- Provide ongoing support to parents within boundaries set by program director.
- Maintain communication with parents for attendance, and provide education when applicable.
- Engage in table conversation at each café attending.

- Remain non-judgmental and perform without bias.

**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.