

**Live the Victory, Inc.
415 Mason Court #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.

Position: Parent Café Intern

Unpaid position (course credit and fun work culture available!)

Job Description: 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 five 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.

Supervised By: Parent Café Coordinator and Facilitators

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 and backgrounds, and a variety of human service agency staff is necessary.
- Clear verbal and written communication skills is required.
- 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 for the lead facilitating role.

RESPONSIBILITIES:

- Assist Coordinator 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 The 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 families of different backgrounds. Must be able to provide own transportation to sites. Candidate must possess good ethical character.