



# The Matthews House

Growing Stronger Together

## Parent Cafe Internship

**Reports to:** Parent Cafe Coordinator  
**Job Location:** Larimer County  
**Status:** Unpaid internship (course credit, unlimited coffee, and fun office culture available!)

**The Matthews House Mission: Empowering youth and families by growing connection, self-efficacy, and independence.**

**The Matthews House Vision: Igniting a community that is aware, that belongs, and that is self-sufficient.**

**The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious**

**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 typically provides around 5-6 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, planning, communicating with families, co-facilitating a class, and supporting parents within the class time.

### QUALIFICATIONS:

- Pursuing a Bachelor's Degree from accredited college or university, preferably in Human Services or related field. Applicable experience can be substituted for formal education.
- Demonstrates skills critical to group planning and organization.
- Ability to engage and interact with parents and other caregivers attending the Parent Cafes.
- Demonstrates skills in program development including learning curriculum, connecting to outside resources, and logistics and space management.
- Must have an understanding of trauma and trauma related symptoms of youth and families who may have suffered abuse, neglect, mental health concerns, and/or substance use issues.
- Must have proven organization, time management and team partnership skills.
- Ability to respond safely to emergency situations.
- Clear verbal and written communication skills are required.
- Knowledge of community resources is helpful.
- Ability to be flexible if facilitator is out and intern needs to fill in for the lead facilitating role.
- Having experience as a parent is helpful but not required.

### RESPONSIBILITIES:

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

- 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.
- Attend community events with Program Coordinator to help promote Parent Cafe to the community

**ADDITIONAL RESPONSIBILITIES:**

- Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious.
- Communicate professionally and effectively through written and verbal formats.
- Ensure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

**SCHEDULE & WORK ENVIRONMENT:**

- Afternoons and evenings will be required to fulfill the duties of this position.
- Services will be provided within different locations in the community.

**BENEFITS:**

- A mission-driven environment with strong staff culture

**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.