



An Affiliate of the
CANCER SUPPORT COMMUNITY

Youth Program Staff (Contract, Part Time)

Position Overview and Responsibilities:

Our Program Team staff are MI state licensed mental health professionals responsible for regular and committed facilitation of weekly support and/or monthly networking groups for individuals impacted by cancer or grief of any kind (not only cancer related death) at Gilda's Club Grand Rapids.

Program Team facilitators help members connect with one another as they discover ways to reduce isolation, regain a sense of control, and find hope. Our Program Team staff are trained in the GCGR philosophy and support group approach. Facilitators cultivate group facilitation skills through participation in regular peer consultation meetings. Facilitators may also conduct 1:1 intake interviews/assessments, provide information and referral and other support offerings as agreed upon. As with all members of our team, Program Staff serve as ambassadors for our Gilda's Club's mission, core values and philosophy.

Hours on the Job:

This is an hourly position of approximately 3 hours per week, from 5:30 to 7:30 each Wednesday, with additional time to prepare for group and debrief with staff as necessary.

Qualifications and Personal Characteristics Required:

- Master's degree in Social Work, Counseling, Marriage and Family Therapy, Psychology or related field from an accredited institution.
- Strong clinical skills, including individual assessment and support group experience.
- Ability to work with young children through adult.
- Minimum of five years' work experience including early childhood education is preferred.
- Comfort with issues surrounding chronic and life-threatening illness and end of life.
- Be able to embody the Gilda's Club mission and philosophy by creating a consistently warm and welcoming environment for all with whom there is contact (phone and in person)
- Willingness to implement GC psychosocial support methods, participate in ongoing peer consultation and contribute to the overall experience of a support community.
- Comfortable with telehealth platforms and using technology.
- Demonstrate an outstanding ability to connect with others, convey sensitivity, and show empathy, compassion, warmth, and grace

**GRAND RAPIDS
CLUBHOUSE**
1806 Bridge St, NW
Grand Rapids, MI 49504

LOWELL CLUBHOUSE
865 Lincoln Lake Ave. SE
Lowell, MI 49331

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616.453.8300
gildasclubgr.org
info@gildasclubgr.org



**GILDA'S
CLUB
GRAND
RAPIDS**

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- Exhibit excellent phone, organizational and communication skills as well as ability to multi-task and have an eye for details
- Display a positive attitude, a sense of humor, show concern for people and community, demonstrate presence, self-confidence, sound judgment and display emotional maturity.
- Ability to administer GCGR policies and procedure while maintaining a warm, professional and personal demeanor.
- A hard-working team player with a high energy level willing to work flexible hours, including evenings and occasional weekends.
- Demonstrate sensitivity, understanding and commitment to Gilda's Club mission, core values and program philosophy and excited about its growth potential.
- A committed and dedicated person who can always create the unique Gilda's Club environment and experience
- A true team player who can work effectively within the Gilda's Club culture, philosophy and framework and complement the team of staff and volunteers currently in place
- A hard worker with a high energy level who is organized, detail oriented and able to handle many things at once
- A motivated self-starter of integrity who is committed to service and excellence
- An emotionally mature and self-confident person, with sound judgment and a good sense of humor who has compassion for people living with cancer and capacity to discuss cancer (and life and death issues) either with members or volunteers
- Provide annual documentation of current licensure

Physical and Mental Requirements include being able to:

- Lift up to 30-50 pounds including carrying, moving, rearranging furniture/tables/chairs with ease, as needed.
- Assist with general maintenance (e.g., taking garbage to the dumpster, removing bags of beverage cans, clean-up).
- Able to compose and submit reports as needed.
- Use voice to speak on the telephone.
- Must have reliable transportation to carry out duties and responsibilities of the role.
- Successfully manage the social and emotional demands of the job.

Priority Job Responsibilities and Key Expectations

This position will include, but is not limited to, the following positions functions:

- Facilitate group members in sharing their cancer-related and/or grief experiences and gaining knowledge and information in regularly scheduled support group meetings.
- Coordinate with other staff and volunteers who work with the youth.
- Work to build community among all members, staff and others.
- Submit all required attendance sheets and communicate with program team to manage support group size and the successful transition of individuals into and out of the group.

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Commit to Gild's Club Philosophy and Culture demonstrated by:

- Thoroughly understanding and committing to the Gilda's Club's program and philosophy and culture.
- Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this position.
- Work with all team members to develop a supportive, communicative, and productive environment based on the Core Values and the Team Culture Standards outlined that uniquely makes up Gilda's Club Grand Rapids.
- Serve as Gilda's Club ambassador and spokesperson as needed.

Other duties as assigned

This position will demand flexibility, creativity, and adaptability. Job responsibilities may be expanded or re-assigned by the President or other members of the Executive Team based on the immediate needs of Gilda's Club Grand Rapids and Gilda's LaughFest.

General and Team Culture Support

- Employees are expected to reflect positively the mission and good work of Gilda's Club.
- Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this position.
- Work with all members of the Gilda's Club team to develop a supportive, communicative, and productive environment based on the Core Values and Office Standards outlined.

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