

Gilda's Club Madison Wisconsin Program Manager Job Description

The Organization

Gilda's Club Madison is a non-profit cancer support community dedicated to providing free emotional support, education, and hope to children and adults with any cancer diagnosis and those who care for them. The mission of Gilda's Club Madison is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community.

Since 2008, Gilda's Club has served the Madison community. Our community-wide partnership efforts bring professionally-facilitated cancer support to more than 3000 people in Southwest Wisconsin. Gilda's Club Madison provides the opportunity for members to benefit from personalized psychosocial support- including Distress Screening; information and education about living with and beyond cancer, its treatment, and relevant life issues; and increased awareness and skill-building around healthy living and wellness. All programs are provided at no cost.

Definition

Reporting to the Program Director, the Program Manager will facilitate support groups, coordinate program events, interact with staff, volunteers and members, and oversee various evening programs.

The Program Manager will actively engage club members, potential members, agency staff, volunteers and the professional community. S/He will be responsible for various program activities, times and events, and will fill in for other program staff as needed.

Qualifications

Minimum Education: Master's Degree in a mental health field

Preferred Experience: Minimum three years' work experience in the mental health field; experience in a health-related field preferred

Required Certification: Licensed mental health professional through the State of Wisconsin

Ability to:

- Work independently, organize time and materials, be flexible, and prioritize tasks
- Interface with the Board of Directors, volunteers, co-workers, donors and participants with ease
- Suspend work to attend to participants in need
- Communicate extremely well in person and in writing
- Maintain a positive attitude
- Spanish speaker preferred

Personal Characteristics

The successful candidate will be:

- An inspiring leader committed to Gilda's Club mission and excited about its growth potential
- A good listener and problem solver
- A hard worker with a high energy level willing to work flexible hours
- A motivated self-starter with integrity who is committed to service and excellence
- A team player
- Mature and self-confident, with professional demeanor, sound judgment and a good sense of humor

This position will demand flexibility, creativity and adaptability. Job responsibilities may be expanded or re-assigned by the Executive Director and/or the Program Director based on the immediate needs of Gilda's Club Madison.

Key Duties

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

1. Plan, develop and/or facilitate groups as assigned, according to the Gilda's Club philosophy, and Cancer Support Community standards
2. Supervise facilitators, volunteers and interns as needed
3. For assigned programs on-site:

- a. Coordinate food for programs that include refreshments
- b. Arrive early, ensure that seating is in place and sufficient to audience, provide tables as necessary
- c. Greet presenter(s), introduce guest speakers
- d. Provide forms (First Time Visitor Sheets, Evaluation) & ensure completion

For assigned programs off-site:

- e. Training will be provided for any responsibilities in addition to above
4. Manage program evaluations
5. Provide 1:1 counseling as approved by PD
6. Facilitate assigned support groups (on/off site)
7. Assist with data management.
8. Enter New Member information, including distress screening registration, and follow up in a timely manner.
9. Provide information, resources, psychosocial support, and crisis counseling or referral to telephone callers and walk-ins
10. Assist in maintaining resource file for clinicians and students
11. Participate in outreach, community events and speaking engagements as assigned, to build membership and to maintain relationships with referral sources
12. Assist Program Director in developing a monthly calendar for activities
13. Actively participate and be engaged in staff meetings, staff supervision, planning sessions and retreats.
14. Support fundraising activities for Gilda's Club Madison

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 15 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. **Current valid driver's license and auto insurance required.**

Revised: 2/28/2017

Disclaimer: This information has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

How to Apply

To apply for this position mail, fax, or email a cover letter, resume, and credentials to:

Gilda's Club Madison
Attn: Kirsten Norslien, Program Director
7907 UW Health Court
Middleton, WI 53562

Fax: 608-828-8859

E-mail: kirsten@gildasclubmadison.org

To be considered as an applicant, please submit all requested materials prior to March 20, 2017 or your application may not be accepted. Applicants who are offered employment will be subject to passing a background check as a condition of employment. This position will be available until filled.