



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Program Planner for CenterPoint Counseling New Day: for Families of Divorce Program			
Reports to:	Office & Program Coordinator of CenterPoint Counseling	Effective:	PENDING
Directly Supervises:	Volunteer Facilitators	Updated:	February 12, 2025
		Status:	Annual Contract (June 1-May 31) Hybrid
		FLSA:	Contract/ Annual
Job Summary:			
<p>A Program Planner for CenterPoint Counseling is assigned a specific program to implement and execute, on a contractual basis. A Program Planner reports to the Office & Program Coordinator of CenterPoint Counseling and works with all involved to maintain a vital and efficient, programmatic, welcoming approach for participants; based on program assigned.</p>			
Essential Functions:			
Provide Expertise and Cooperation:			
<ul style="list-style-type: none"> • Individual practices within the scope of their training; based on the curriculum provided. • Program Planner maintains a basic knowledge of Childhood Development & Adult Learning Theory; Ability to create age-appropriate activities - sometimes based on impromptu/unpredictable environments. • Regardless of circumstances: Individual works to maintain the well-being and efficiencies of CenterPoint by supporting and practicing the policies and procedures as established by the Board of Directors, CenterPoint Counseling and Second Presbyterian Church. • Individual exhibits ability to learn program materials; ultimately transferring to the ability to train volunteer facilitators. 			
Manage Administrative Responsibilities:			
<ul style="list-style-type: none"> • Awareness of age-appropriate curriculum to provide volunteers and participants with tools that correlate with the scope of the assigned program. • Manages resources and adheres the program's allotted budget. • Works to market and promote CenterPoint Counseling and the program to a larger Central Indiana community. • Practices appropriate and ethical business protections to maintain the confidentiality of participants and the business entity of CenterPoint and Second Presbyterian Church. 			
Specific Program Responsibilities: New Day for Families of Divorce (Directional Support Group)			
<ul style="list-style-type: none"> • Becomes versed in the topic of divorce, especially it's impact on children at all ages and statistics. • Masters format and understands expectations for the program. 			

- Oversees program operations.
 - a. Follow curriculum as written/suggested with ability to pivot and plan other age-appropriate curriculum for both children and adult education topics.
 - b. Recruit and train volunteers.
 - c. Promote the New Day program within the community.
 - d. Work directly with the Office and Program Coordinator regarding new family applications and volunteer applications.
 - e. Meet with the parent(s) of incoming families to outline program expectations and discern if New Day is a fit for their family.
 - f. Maintain participant and volunteer files and collect program outcomes.
- Collaborate and work cohesively with Co-Planner and CenterPoint team.
- Execute and facilitate all program nights. (2nd and 4th Tuesdays, September-May, 4:00-9:00 pm).
- Offer and facilitate volunteer trainings as needed, ensuring adequate volunteer coverage for program nights. (Training schedule is a Saturday morning and Wednesday evening each round)
- Meet with supervisor and/or Executive Director regularly and as requested.
- Maintain confidentiality of participants and volunteers. Understands when to initiate outside assistance as needed.

Other Responsibilities:

- Attend CenterPoint Counseling staff events or meetings, as suggested or requested.
- Regularly meet with the Executive and/or Clinical Director for supervision.
- Report progress and updates to the Office and Program Coordinator of CenterPoint Counseling.
- In coordination with the CenterPoint Administrative Team, work with Second Church Business Office on employee matters for compensation, I.T. concerns, and other HR related matters.

Minimum Qualifications:

- 5 years' experience in child/teen programming, along with experience working with adults.
- Basic understanding of mental health resources and/or needs. Preferred: specific experience with families of divorce.
- Preferred- Bachelor's Degree in related field; and/or working towards a bachelor's degree in relative/equivalent field of study that fulfills the mission of CenterPoint Counseling and/or mental health.
- Excellent written and verbal communication skills.
- Self-starter with ability to work independently.
- Openly affirms and demonstrates Christian mores and grounded spiritual values.
- Strong interpersonal skills.
- History of personal integrity.

Physical Qualifications:

- Is able to move freely in and out of different work settings and meetings (churches, businesses, and community).
- Able to speak in a public forum.

Core Competencies:

Interpersonal Skills: Establishes good working relationships with all others relevant to completing work; works well with people at all levels of CenterPoint and the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Listening: Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict spoken messages; overcomes personal bias to genuinely hear the idea and concerns of another; can describe the perspective of another, even when counselor disagrees.

Hospitality/Accessibility: Seeks to convey a hospitable and available spirit. Seeks to convey warm and friendly accessibility and is open and responsive to clients, as well as members, and guests of CenterPoint, the church, and the community. When appropriate, seeks to connect people to help foster a sense of community. Supports a broad culture of diversity and works to foster connections with others.

Organizational Management: Employs personal organizational skills to work with the CenterPoint Board and staff in planning for the future; engages and encourages others to discover and use their gifts and skills for the advancement of CPC; manages their time well, maintains a professional demeanor, and supports organizational resources and requirements.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.

Spiritual Maturity: Shows personal depth and spiritual grounding; demonstrates integrity and consistent purpose towards the mission of CenterPoint and the church; is seen as trustworthy and authentic; seeks the wisdom of appropriate mentors and is open to and willing to discuss diverse understandings of God.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.