



seeds of awareness  
EMPOWERING COMMUNITIES WITH MINDFULNESS

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## Fiddleheads Regional Manager Position Description

**Seeds of Awareness, Inc. (“Seeds”)** is accepting applications for the Fiddleheads Regional Manager position. Fiddleheads after-school groups and summer camps provide mindfulness-based social skills instruction and support in nature. An ideal candidate is someone who has competence in leadership, interest in mindfulness and eco-therapy, experience with multitasking, thrives in a collaborative atmosphere and is passionate about providing support to young people and families in diverse communities.

Seeds is a collaboration of psychologists, psychotherapists, school counselors, educators and trainers who provide wrap around therapeutic and educational services to individuals, families, schools, organizations and community at large utilizing our mindfulness-based methodologies. Our mission is to transform schools and communities by cultivating awareness, empathy and connection. We value diversity and social equity in all aspects of our organization and we aim to increase access to social-emotional services by communities that have been systematically marginalized. Our vision is a future where emotional intelligence is the norm, where empathy and mindfulness are embedded in our education system, and where therapeutic support is accessible and commonplace. For more information about Fiddleheads, please visit our website at: [www.seedsofawareness.org](http://www.seedsofawareness.org)

**JOB SUMMARY:** Reporting to the Fiddleheads Clinical Director, Fiddleheads Regional Manager provides support and training to our Fiddleheads counselors, and supports the administration of the nature-based after-school program and summer camps in one of the three regional locations in which Fiddleheads operates. Fiddleheads currently operates in 7 locations, split into 3 regional areas-North Bay, East Bay, and SF/Marin. This position offers clinical hours for intakes, assessments, and leading after school groups each week.

### **SPECIFIC RESPONSIBILITIES**

All responsibilities are region specific.

- Lead up to two after school groups per week, which facilitate a social and emotional learning experience for children in a natural setting.
- Support staff interviewing and hiring procedures, including assisting with recruitment of counselors for available positions, candidate screening, interviews, and attendance at career fairs and recruitment events.

- Enrollment Coordination: responding to emails and phone calls, and conducting phone intakes with new families interested in our programs.
  - Coordinate and conduct in home assessments with counselor support.
  - Confirm completion of intake form, emergency info form and agreement for services.
  - Support Financial Aid processes for families.
  - Formulate groups by age and by temperament/ needs.
- Establish and update site-specific safety protocols and procedures, obtain permits.
- Communicate with local parks, Regional Centers and other relevant agencies.
- Train and support staff in Regional Center intake procedures and documentation, when applicable.
- Train counselors on site-specific resources and address site-specific challenges. If unable to resolve a challenge or provide resource, engage FH Clinical Director.
- Stock supply closets and bags, including: emergency info forms, first aid supplies, camp and therapy supplies, and snacks.
- Utilize Google Docs extensively, keeping Admin Sheet updated to inform everyone about current enrollment.
- Support outreach and marketing by attending faires and meeting with schools and other providers and organizations.

### **Expected Meetings**

- Bi-Monthly training with Seeds/Fiddleheads Team
- Weekly meeting with Fiddleheads administrative team
- Phone meetings and Email Communication with Fiddleheads Counselors
- Periodic interaction with Clinical Director, as needed
- Periodic interaction with Administrative Director re: budget and other matters

### **IDEAL CANDIDATE HAS**

- Experience working with neuro-diverse and autistic youth in group settings
- Background and education in counseling psychology and/or special education. Preferably a BBS mental health License or Associate license (MFT, LPCC, LCSW, Psychologist)
- Excellent administrative skills and experience, communicating via email and using google docs and/or other CRM database systems.
- Experience participating in youth programs in outdoor/nature settings
- Experience in leadership and oversight of staff.
- Familiarity and interest in mindfulness-based clinical approaches and theory
- Understanding of social and emotional learning methodologies
- Excellent written and oral communication skills, competence in Google Sheets
- Ability to generate and direct flow of information using interpersonal skills and technology

- Ability to navigate dynamic environment and promptly attend to immediate challenges
- Genuine interest in and connections to diverse communities
- Strong sense of motivation, self-responsibility and passion for Seeds mission and services
- Commitment to self-care and vision for personal and professional growth with Seeds

### **SEEDS PERKS**

- Be a part of an innovative non-profit focused on community-based operations
- Collaborative team culture and cooperative-style leadership within nominal hierarchy and opportunities for growth
- Flexible hours and location outside of set meetings/trainings
- Opportunity to attend and participate in Seeds public programs and earn CEUs for no fee

**COMPENSATION:** \$25 per hour 15-30 hours per week administrative duties, plus \$20/hr for up to 5 hours of leading groups, with the possibility of additional hours if the program grows. Except as stated here, this position does not include any other employment benefits.

**APPLICATION PERIOD:** Applications accepted through October 21, 2019.

**TO APPLY:** Submit resume, cover letter, and application form at <https://www.seeds-of-awareness.org/apply/>

**NON-DISCRIMINATION POLICY:** Seeds of Awareness, Inc. does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion. People of Color / LGBTQ Clinicians are strongly encouraged to apply.