



*Offering safety, providing stability and
equipping for self-sufficiency*

CHILD AND YOUTH PROGRAM ASSISTANT

KEY INFORMATION

Reports To: Family Services Manager

Supervises: Volunteers

Key Relationships: Parents, Children, Case Managers, Volunteer Coordinator, Counselors, Volunteers, School staff

Effective Date: February 2019

Hours: Part-time, 20-25 hours per week (Tuesday and Thursday 9:30-7:30), possible Saturdays

Job Classification: Hourly, Non-exempt

Compensation: \$16.00 – \$19.00 per hour, DOE; 401(k) plan;
PTO: vacation, personal time and sick time.

SUMMARY

The Child and Youth Program Assistant (CPA) will be responsible for running the weekly onsite Children's programs at Vine Maple Place. They will work directly with homeless and near homeless children that have experienced trauma. The CPA will implement programs to enable children to recover from adverse childhood experiences. They will create a safe and fun environment, using conscious discipline, for kids to learn and grow. This role is foundational to the success of vulnerable and homeless single-parent families reaching their goal of self-sufficiency and stable housing while in the program.

RESPONSIBILITIES

- Coordinate and participate in children's programs for preschool-age children during onsite children's resource time. This will include developing a qualified volunteer staff.
- Plan and lead activities for elementary-age children that help them develop the skills they need to recover from adverse childhood experiences.
- Organize and implement weekly trauma-informed care programs for children and youth.
- Communicate and coordinate with community partnerships and resources for enrichment activities, sports, camps, etc.
- Help plan and assist in seasonal activities and monthly fieldtrips including teen trips, family field trips, camp opportunities and monthly mentor activities.
- Attend trainings, as required, to maintain professional skillset and apply trauma-informed, conscious discipline, and motivational interviewing techniques in daily work with families.
- Other duties as assigned.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.

- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Exhibit strong oral, written and interpersonal communication skills to facilitate effective communication with clients, donors, volunteers and staff.
- Strong knowledge of the stages of child development.
- Strong customer service orientation.
- Sensitivity to the needs of children who are homeless, low income, limited English speaking, or impacted by domestic violence and substance abuse in the family unit.
- Candidate must be able to travel independently between multiple work sites within a day.
- Possess a WA State Driver's License, safe driving record and proof of insurance.
- Current CPR and First Aid certifications.

EXPERIENCE AND EDUCATION

- Degree in Early Childhood Education or equivalent experience.
- Two (2) years of experience working with diverse and/or special needs populations.
- Experience providing services to children, youth and families, and an understanding of trauma, program services and associated referrals for treatment planning.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prioritize and organize multiple, simultaneous projects independently in order to meet deadlines.
- Possess the ability to handle confidential and sensitive information.
- Ability to work with numbers and percentages to show measurement and outcomes.
- Must be able to lift 25 lbs. on occasion.
- Ability to maintain a professional demeanor.
- Computer skills: MS Word, Excel, Outlook.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.