



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

## **CHILD AND YOUTH PROGRAM COORDINATOR**

### **KEY INFORMATION**

**Reports To:** Family Services Manager

**Supervises:** Volunteers

**Key Relationships:** Parents, children, Case Manager(s), Volunteer Coordinator, counselors, volunteers, clients, school staff

**Effective Date:** April 2019

**Hours:** Full-time, 40 hours per week, including 2 evenings and Saturdays; some flexibility

**Job Classification:** Hourly, Non-exempt

**Compensation:** \$17.00 – \$21.00 per hour, DOE; 401(k) plan; medical, dental & vision benefits; PTO: vacation, personal time and sick time.

### **SUMMARY**

The Child and Youth Program Coordinator (CPC) will run weekly onsite, evidence-based, children's programs in order to foster healing and help children attain age-appropriate developmental levels. Additionally, they will offer weekly trauma-informed care programs for children and youth to aid in their mental health recovery. The CPC will work and train a volunteer staff to implement and coordinate programs to enable children to better recover from adverse childhood experiences. They will work directly with homeless and near homeless children and parents that have experienced trauma and adversity in order to ensure families leave homelessness forever.

### **RESPONSIBILITIES**

- Oversee program development in seasonal cycles to ensure consistent program experiences.
- Oversee the delivery of programs and conscious discipline curriculum to preschool-age children present during onsite children's resource time.
- Plan and lead activities for elementary-age children that help them develop the self-regulatory techniques and coping skills they need to recover from adverse childhood experiences.
- Train, develop, and oversee a qualified volunteer staff for all children's programs. Coordinate and train a tutor volunteer team that enables students ages 6-11 to gain age-appropriate academic standing.
- Manage the communication and coordination of community partnerships and resources for enrichment activities, sports, camps, etc.
- Ensure safety procedures and guidelines are implemented across children's programs.
- Plan and lead seasonal activities, monthly field trips, family field trips, camp opportunities and monthly mentor activities.

## **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.
- Exhibit strong oral, written, and interpersonal communications skills to facilitate effective communications with clients, donors, volunteers, and staff.
- 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.
- Strong knowledge of the stages in 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.

## **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**

- Possess a WA State Driver's License, safe driving record, and proof of insurance.
- Maintain an acceptable background check and ability to pass a drug test.
- Must be able to lift 25 lbs. on occasion.
- Ability to maintain a professional demeanor and confidentiality.
- Current CPR and First Aid certifications.
- 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](mailto:Info@VineMaplePlace.org)**

*Only qualified candidates will be contacted.*