



Kids Program Administrative Assistant

Position Description

Reports to:	Senior Kids Program Manager
Hours:	20 hours per week
Job Classification:	Part-time (hourly, non-exempt)
Work Location:	Duvall, WA

BACKGROUND:

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. Our vision is that each child benefits from a program tailored to their needs, in a safe environment with interventions that support safety, trust, and respect. We believe that with the right tools, resources, and healthy relationships, children can heal and become productive adults giving back to their communities. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

POSITION SUMMARY:

The position of Kids Program Administrative Assistant requires a highly motivated person who has passion and experience in serving homeless families and mobilizing the community to support them. The Kids Program Administrative Assistant will be able to multi-task, manage schedules, solve problems, and be organized to ensure a steady completion of the weekly workload.

This person will also be responsible for building and maintaining relationships with volunteers, equipping and empowering them to support Acres kids using trauma-informed methods. The successful candidate will have a good sense of boundaries and people skills, while also being organized and detail-oriented. The position of Kids Program Administrative Assistant is meant to provide the necessary support to Kids Program staff and volunteers at Acres of Diamonds.

DUTIES & RESPONSIBILITIES:

- Recruit, on-board, and shepherd volunteers to support Acres kids in order to develop long-term relationships with committed volunteer teams to run program nights.
- Work with kids program staff to train volunteers and staff in best practices for working with kids who have been through trauma.
- Maintain sign-up/calendar, communicate with staff and volunteers about changes.
- Track registration and attendance for kids, communicating current status to kids program staff each week and changes.
- Work with kids program staff to maintain appropriate policies for child safety and help train volunteers and staff on current policies.
- Assist kids program staff in gathering needed supplies for program and maintaining an inventory of on-hand materials.
- Work with kids program staff to plan and coordinate special events as needed (example: birthday parties, Christmas, Easter, Graduation Event) as needed.



- Work with kids program staff to keep resident records up to date (updating program paperwork, maintaining resident files including entrance and exit paperwork, scanning appropriate resident documents as needed, and documentation).
- Assist the Sr. Kids Program Manager, as needed.
- Build positive relationships with residents, staff, and volunteers. Develop a growing knowledge of our resident population that informs all other duties.
- Maintain strict resident, volunteer, and donor confidentiality, objectivity, and professional boundaries.
- Attend and actively participate in weekly staff meetings and accept responsibility for the development of positive team relationships.
- Establish and maintain good long term working relationships with staff and agencies serving the Acres of Diamonds resident population and with agencies referring residents to Acres of Diamonds.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Working knowledge of best practices supporting children who have been through trauma preferred.
- Commitment to the mission of ending generational cycles of poverty.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, volunteers, and staff.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Excellent planning and organizational skills with a proven ability to execute tasks efficiently.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds, with a high value on listening and learning.
- Computer skills: Word, Excel, Outlook, and Internet navigation.
- Valid Washington state driver's license and ability to travel to offsite meetings.

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to julie@acresofdiamonds.org. Only qualified candidates will be contacted.