



KIDS PROGRAM COORDINATOR POSITION DESCRIPTION

Reports to: Kids Program Manager
Hours: 20 hours/week, including Mondays and Thursdays 5:30-8:30pm, and one Sunday a month for house meeting
Work Location: Duvall, WA

POSITION SUMMARY:

This position requires a highly motivated person who has a passion for serving homeless women and children. The Kids Program Coordinator oversees Kids Program at Acres of Diamonds under the supervision of the Kids Program Manager. This includes helping to provide age specific programming for either school aged children or birth through preschool aged children during program nights, some training of volunteers to ensure child safety, run program and be the on-site expert on child safety. The successful candidate will have the proven ability to run programs, troubleshoot issues, empower and oversee volunteers, and provide support to traumatized kids. The position requires a heart of compassion and love for hurting people, and the ability to practice sound judgment and discernment, as they help kids break the cycle of homelessness.

DUTIES & RESPONSIBILITIES:

- Create and implement a plan of building out current kids' program activities to further meet the needs of Acres children holistically. Help identify the needs of Acres children, and address those needs, including interventions in academics, social and mental development, as well as providing enrichment activities. Partner with and resource Moms as the primary intervention.
- Work with Kids Program team to help recruit and on-board volunteers to support Acres kids. Work to develop and maintain long-term relationships and committed teams to run program nights, and help ensure that there are sufficient volunteers for child safety.
- Implement, including volunteers when appropriate, age-specific program curriculum for toddlers and preschoolers, or/and school-aged kids.
- Help manage and improve as needed the volunteer scheduling system for Kids Program, communicating in a timely and appropriate way when there are volunteer needs.
- Oversee program nights, ensuring site and child safety, as well as quality programming.
- Work with Kids Program team to establish and track metrics indicating efficacy of kids program. Assist the Sr. Director of Operations, as needed, on updating program narratives and records as pertains to kids program.
- Work with the Kids Program team to establish policies for child safety, and train staff and volunteers in those policies. Explain and enforce program policies and procedures as necessary.
- Model excellent relationships and boundaries at all times—working with other staff members, kids, mothers, and volunteers.

- Build positive relationships with residents, staff, and volunteers. Develop a growing knowledge of our resident population that informs all other duties. Attend and actively participate in weekly staff meetings and accept responsibility for the development of positive team relationships.
- Maintain strict resident and donor confidentiality, objectivity, and professional boundaries.
- Perform other duties as assigned by the Kids Program Manager.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Minimum 2 years' experience in related field.
- Degree in related field preferred.
- Experience with kids with behavior challenges.
- Experience using Trauma-Informed Care and Trust-Based Relational Intervention (TBRI) preferred.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Demonstrate creative thinking and the ability to problem solve when quick responses are needed.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Computer skills: General working knowledge of Office 365, Outlook, and Internet navigation.
- Valid Washington state driver's license and ability to travel to offsite meetings.
- Ability to maintain healthy boundaries and self-care in the midst of a stressful environment, and coach others in doing the same.
- Ability to lift up to 40 pounds on occasion.

BACKGROUND:

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