**KIDS PROGRAM MANAGER**

Position Description

**Reports to:** Senior Director of Operations

**Hours:**  40 hours per week, with some evening and weekend hours

**Job Classification:**  Exempt, Full Time

**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 Kids Program Manager is responsible for providing leadership, vision, planning, and direction to all children’s program activities at Acres of Diamonds. This includes overseeing at least two program nights per week, as well as helping staff to increase volunteer-led teams for these programs. The successful candidate will have experience managing staff, using best practices when working with traumatized children, creating programs, leading volunteer groups, and pastoring diverse populations.

DUTIES & RESPONSIBILITIES:

* Create and implement a plan to build out Kids Program activities by:
  + Identifying the needs of Acres children.
  + Creating plans to address those needs, including interventions in academics, social and mental development, and enrichment activities.
* Partner with and resource moms as the primary decision-makers in the lives of their children.
* Manage department employees and direct reports in keeping with Acres’ standards and goals.
* Cultivate relationships with community resources and connect kids and moms to resources as needed.
* Recruit, on-board, and manage volunteers to support Acres kids for Kids Program evening activities and other program areas. Coordinate with Resident Care Director to create and implement a department-wide strategy for trauma-informed care that is consistent with other practices across the organization.
  + Train volunteers and staff in best practices.
* Track metrics and efficacy of program.
* Oversee program nights, ensuring site and child safety as well as quality programing.
* Facilitate communication of Kids Program activities, schedule, goals, and individual relationships with parents, staff, and volunteers as needed and appropriate.
* Maintain strict resident and donor confidentiality, objectivity, and professional boundaries.
* Other duties as assigned.

REQUIRED QUALIFICATIONS:

* Personal relationship with Jesus Christ and active in a Christian church.
* Bachelor’s degree or Associate’s Degree and at least three years’ experience in a related field. Master’s degree preferred.
* Working knowledge of best practices supporting children who have been through trauma.
* Experience building and running programs for kids, as well as recruiting and developing leaders. Nonprofit experience 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.
* Ability to facilitate large and small groups.
* 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.
* Ability to travel to frequent off-site 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 [kerstin@acresofdiamonds.org](mailto:kerstin@acresofdiamonds.org). Only qualified candidates will be contacted.