



Transforming Parents' Lives. Improving Children's Futures.

Kids' Club Summer Program Aide

Warren Village is actively seeking an energetic, passionate, and skilled Kids' Club Summer Program Aide.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

This 27 hour a week position assists staff in providing enriching activities for resident children ages 6 and older during the Kids' Club summer programming. The Kids' Club Program is a comprehensive youth development program that provides hands-on learning and enrichment experiences. Activities and services are centered around six fundamental areas: Social Skills and Personal Development; Education and Academic Achievement; Communication and Expressive Arts; Civics and Leadership; Health and Wellness; and Science and Technology.

Kids' Club programming is an opportunity for Warren Village children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting. This position will help with supervision of children and assists with implementing activities. Afternoon hours are required with the potential for occasional evening hours, as approved. The Summer Program Aide is a part of the Family Services department and works closely with staff, volunteers, parents and children to fulfill the mission of Warren Village.

Job Description – Summary

Essential Duties & Responsibilities:

- Supervise and interact with a group of children in a safe and caring environment.
- Assist with implementing appropriate enrichment activities for youth participants ages 6-15.
- Establish supportive, trusting and positive relationships with children.
- Maintain a structured, clean and organized environment for children.
- Other program related duties may include assisting with record keeping, creating and distributing flyers, outreaching children and parents, and organizing supplies.
- Ability to drive participants to and from field trips in a Warren Village vehicle.

Knowledge, Skills, and Abilities:

- Must be 21 years of age or older
- Experience working with children and basic understanding of child development preferred
- Experience working with low-income, diverse populations is a plus
- Strong communication and interpersonal skills
- Ability to listen, respect and incorporate new learning into job
- Must be able to receive constructive feedback, communicate directly, have a sense of humor, positive outlook, and enjoy working as a part of a team.
- Must be committed to Warren Village's mission and culture

- ADA requirements include the ability to lift 40 pounds, and the ability to communicate effectively with residents, staff and volunteers.

Schedule: 2019 Summer programming hours are Monday, Tuesday, and Thursday, 12:30-8:00pm and Wednesday 12:30-5:00pm.

Salary & Benefits: The Kids' Club Summer Program Aide position will begin on June 3, 2019 and end on August 15, 2019. Pay based on experience starting at \$15.00 an hour, not to exceed 29 hours a week.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: **Kid's Club Summer Aide**.

1. Resume
2. Cover letter

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.