



Transforming Parents' Lives. Improving Children's Futures.

Kids' Club Coordinator

Warren Village is actively seeking an energetic, passionate, and skilled Kids' Club Coordinator.

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 25 to 30 hour a week position will join the Children's Services team and will focus on coordinating and facilitating onsite programming for school-age children living at Warren Village.

The Kids' Club Program is a comprehensive youth development program for resident children ages 6 and older. Children engage in hands-on learning and enrichment experiences. Activities and services are centered in 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. Helping children to reach their full potential, Kids' Club includes year-round activities during after school and evening hours, as well as a half-day summer camp June-August.

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. Afternoon and evening hours are required, with the occasional weekend hours. The Kids' Club Coordinator 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:

- Coordinate and facilitate appropriate afternoon/evening enrichment activities for youth participants ages 6-15.
- Coordinate and facilitate summer camp for youth participants ages 9-15.
- Intentionally strengthen youth programming in accordance with Warren Village's 2Gen model.
- Conduct regular program evaluation.
- Responsible for direct supervision and management of a group of children in a safe and caring environment.
- Facilitate social/emotional groups for children.
- Maintain a structured, clean and organized environment for children.
- Establish supportive, trusting, and positive relationships with children.
- Coordinate and manage Kids' Club volunteers.
- Maintain relationships with individual and organizational community partners, and seek to create new partnerships for Kids' Club.
- Communicate effectively and problem solve where necessary with youth and parents.
- Ability to drive participants to and from field trips in a Warren Village vehicle.

Knowledge, Skills, and Abilities:

- Preferred applicant will have a Bachelor's degree, with a focus on social work, human services, or education.
- Experience working with youth in a therapeutic setting preferred.
- Experience with culturally diverse people a plus. Must be 21 years of age or older.
- Candidate must be able to demonstrate responsible professional behavior with the ability to work independently as well as part of a team that is comprised of volunteers, professional staff, and residents.
- Position requires strong communication skills with an ability to write clearly and concisely.
- Proficiency in Microsoft Office and demonstrated comfort with using web-based applications is a required skill.
- Applicant must pass a CBI and Central Registry Check.
- ADA requirements include the ability to lift 40 pounds, and the ability to communicate effectively with residents, staff and volunteers.

Schedule:

- Mid-August to May: Monday-Thursday 3:00-8:30pm
- June to Mid-August: Monday, Tuesday, and Thursday 12:00-8:00pm and Wednesday 12:00-5:00pm

Salary & Benefits: Work hours will vary; summer hours not to exceed 30 hours a week, school year hours not to exceed 25 hours a week. Pay based on experience starting at \$18 an hour.

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

1. Resume
2. Cover letter

Application Deadline: The position will be open until filled.

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.