



Transforming Parents' Lives. Improving Children's Futures.

## **Kids' Club Program Aide**

### **Job Description – Summary**

Warren Village offers a two-year transitional housing program for homeless single-parent families. The program is an opportunity for families to become economically and personally self-sufficient before moving to permanent housing. This 16 hour a week position assists staff in providing enriching activities for children ages 7-15 during Kids' Club programming.

Warren Village is committed to providing support that will greater enhance the developmental and social/emotional progress of low-income, homeless children to help better ensure they receive the necessary skills and preparation needed to enter school ready to learn or experience greater success in academic environments.

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 and evening hours are required. The Kids' Club 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.

### **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.
- The job duties are subject to shift and adapt as the organization responds to the ever-changing health and safety concerns around COVID-19. Some of the Kids' Club activities may happen virtually.

### **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:** Afternoon and evening hours Monday-Thursday, shifts we be approximately 4 hours a day, ranging anywhere from 12:30-8:30pm (potential for extended hours and/or earlier hours June-August). Some of these hours may be remote due to COVID-19 health and safety concerns and this is subject to change as the situation continues to develop.

**Salary & Benefits:** Pay based on experience starting at \$12.00 an hour, not to exceed 16 hours a week.

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

1. Resume

*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](mailto:careers@warrenvillage.org).*