



Transforming Parents' Lives. Improving Children's Futures.

Job Description

Children's Program Specialist – Ivy Crossing

Exempt Non-Exempt:

Creation/Revision Date: May 10, 2022

Division/Department: Ivy Crossing

Salary Grade/Range:

Reports to: Community Resource Coach and/or Housing Continuum – Assistant Director

Supervises: N/A

Summary/objective:

After School Crew's programming is an opportunity for Ivy Crossing children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting. This 20-hour a week position will plan, design and implement After School Crew and Summer Enrichment activities as directed by the Ivy Crossing – Community Resource Coach and includes direct work and supervision of youth participants. Afternoon and evening hours are required. The Children's Program Specialist is part of the Family Services department and works closely with staff, volunteers, parents and children to fulfill the mission of Warren Village at Ivy Crossing.

The After-School Crew and Summer Enrichment Programs are a comprehensive youth development program for resident children in elementary and middle school. 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, both academically and holistically, After School Crew includes activities during after school and evening hours during the school year, as well as occasional summer activities.

This position will be supervised by the Ivy Crossing – Community Resource Coach and will meet for supervision once a week for an hour.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- Intentionally strengthen youth programming in accordance with Warren Village's 2Gen model.
- Design, implement, coordinate and facilitate developmentally appropriate afternoon/evening enrichment activities for After School Crew's participants. that include social, emotional, intellectual, physical and creative experiences with the expectation of helping them grow academically and holistically
- Coordinate and facilitate summer activities for youth participants ages 6-17.

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- Oversee After School Crew and Summer Enrichment program recruitment, enrollment, attendance and participation.
- Responsible for direct supervision and management of a group of children in a safe and caring environment.
- Conduct children's assessments, including the Children's Bridge to Independence.
- Maintain a structured, clean and organized environment for children.
- Establish supportive, trusting, and positive relationships with children.
- Conduct After School Crew's enrollment meetings with new participants and establish supportive, trusting, and positive relationships with parents.
- Coordinate and manage After School Crew volunteers.
- Maintain relationships with individual and organizational community partners, and seek to create new partnerships for After School Crew.
- Communicate effectively and problem solve where necessary with youth and parents.
- Work collaboratively with supervisor to help develop After School Crew's budget annually.
- Assist in resource referrals relating to children's needs.

Other duties as assigned.

Competencies:

- Experience working with children and basic understanding of child development.
- 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, and enjoy working as a part of a team.
- Work environment encourages individual creativity, collaboration, teamwork and professional accountability.
- Technology systems aptitude. Demonstrated proficiency of Microsoft Office products.
- Must be committed to Warren Village's mission and culture.

Minimum Qualifications:

- Must be 21 years of age.
- High School diploma or equivalent.

Required/Preferred education and/or experience:

- Bachelor's degree in Social Work, Human Services or Education.
- If driving is required, employee must have a valid driver's license and the ability to drive Warren Village vehicles.

Additional eligibility requirements (Certifications, Licenses, etc.):

N/A

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Work Environment:

Frequent indoor activities in an office environment to access file cabinets, office machinery, etc. combined with consistent exposure to outdoor conditions.

Physical Demands:

Frequently required to stand while working with child[ren], walk and sit; using hand and finger dexterity; talk or hear. Occasionally required to climb, balance, bend, stoop, kneel or crawl. Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer as well as craft activities. Constantly positions self to maintain equipment, including under desks. Frequently communications clearly and concisely with children, residents, staff and volunteers. Must be able to observe children's activities, indoors and outdoors, utilizing established safety protocols. Occasionally lifts up to 40 Lbs.

Travel Required: No Yes

Signatures:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for satisfactory completion of this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee: _____ Date: _____

- I do not require a reasonable accommodation to complete the essential functions of the position.
- I require a reasonable accommodation to complete the essential functions of the position.

This job description has been approved by:

Manager: _____ Date: _____