



Transforming Parents' Lives. Improving Children's Futures.

Children's Program Specialist – Ivy Crossing

Summary/objective:

Kid's Club programming is an opportunity for Ivy Crossing children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting. Kids Club is a comprehensive youth development program for children in elementary and middle school, ages 5-14, with a focus on social-emotional development and increasing academic success. This 20-hour a week position will plan, design and implement Kid's Club and Summer Enrichment programming as directed by the Ivy Crossing – Community Resource Manager and includes direct work and supervision of youth participants. Afternoon and early evening hours are required. Direct contact hours with children occur Monday through Thursday 1:00pm to 4:00pm during the summer months, and 3:00pm to 6:00pm during the school year. Program curriculum and preparation as well as resourcing with families and children can be done in person set around that schedule. 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 Kid's Club program is 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, Kid's Club includes activities during after school and early evening hours during the school year, as well as Summer Enrichment programming.

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 Kid's club 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 5-14.
- Oversee Kid's Club 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 Kid's Club enrollment meetings with new participants and establish supportive, trusting, and positive relationships with parents.
- Coordinate and manage Kid's Club volunteers.
- Maintain relationships with individual and organizational community partners, and seek to create new partnerships for Kid's Club.
- Communicate effectively and problem solve where necessary with youth and parents.
- Work collaboratively with supervisor to help develop Kid's Club budget annually.
- Assist in resource referrals relating to family and children's needs.

Minimum Requirements:

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

Salary & Benefits: \$17.77 - \$27.00 per hour DOE. Sick leave provided and matching 403(b) retirement plan for eligible employees.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Children's Program Specialist**

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

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 another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.