

Children's Program Coordinator – Ivy Crossing

Summary/objective:

This is a 25-hour/week position.

Kids' Club is a comprehensive youth development program for children in elementary and middle school, ages 6-14, with a focus on social-emotional development and increasing academic success. Additionally, we have teen programming for ages 14-17. 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. Kids' Club is an opportunity for Ivy Crossing children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting.

This position will plan, design and implement Kids' Club school year and Summer Enrichment programming as directed by the Ivy Crossing – Community Resource Manager and includes direct work with and supervision of youth participants as well as completion of regular and ongoing evaluations and other measures of program success. The schedule for Kids' Club is Monday through Thursday from 2:00pm to 6:00pm during the school year and from noon to 5:00pm in June, July and August. Additional hours are expected in person for program curriculum preparation, assessment and evaluation, coordination and management of Kids' Club volunteers and resourcing with families and children. The Children's Program Coordinator 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.

Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.

Essential Functions and Responsibilities:

- Intentionally strengthen youth programming in accordance with Warren Village's 2-Gen 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 6-14 and 14-17.
- Oversee Kid's Club and Summer Enrichment program recruitment, enrollment, attendance and participation. Assist with recruitment of adult volunteers to enhance Kids' Club programming.
- Responsible for direct supervision and management of a group of children in a safe and caring environment.
- Conduct and evaluate children's assessments, including the Child Bridge to a Better Future[®], on a regular basis in order to produce data on the progress of children in the program.
- Maintain a structured, clean and organized environment for children.

- Establish supportive, trusting, and positive relationships with children.
- Conduct Kids' Club enrollment meetings with new participants and establish supportive, trusting, and positive relationships with parents.
- Conduct and evaluate parent surveys on a regular basis in order to produce data on the success of the program in meeting stated program goals.
- Coordinate and manage Kids' Club volunteers.
- Maintain relationships with individual and organizational community partners, and seek to create new partnerships for Kids' Club.
- Provide task supervision for interns.
- Assist with Community and Family events such as movie nights and Valentine's day parties.
- Communicate effectively and problem solve as necessary with youth and parents.
- Work collaboratively with supervisor to help develop Kids' Club budget annually.
- Assist in resource referrals relating to family and children's needs.

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.
- Bilingual English/Spanish speaking a plus.

Work Environment:

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

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 communicates 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.

Salary & Benefits: \$19.00 - \$27.00 per hour DOE.

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Comprehensive paid leave plans. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

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

1. Resume
2. Cover letter*

*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in 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.