



Transforming Parents' Lives. Improving Children's Futures.

Kids' Club Program Aide - PT

Summary

This is a 16 hour per week position.

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. This position assists staff in providing enriching activities for children ages 7-15 during Kids' Club programming.

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:

- 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.

Competencies:

- 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

Minimum Qualifications:

- Must be 21 years of age.

- High School diploma or equivalent.
- **Schedule:** Monday-Friday 3pm 7p

Salary & Benefits: Pay based on experience starting at \$17.77 to \$21.00.
One hour of sick time is available for every 30 hours worked.

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

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