



Transforming Parents' Lives. Improving Children's Futures.

## Evening Programs and Family Services Assistant

### Summary/objective:

This is a 30-hour/week position.

This 30-hour-a-week position fulfills essential services in main three areas: Life Skills Class programming, Evening Child Care supervision, and youth programming support. This position is part of the Family Services department and works closely with staff, volunteers, parents and children to fulfill the mission of Warren Village. The work schedule is Monday-Thursday, 12:00 pm-8:00 pm.

**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:

- **Life Skills Classes**
  - Organize evening Life Skills Classes (LSC) and event programming for adults as well as corresponding childcare services.
  - Responsible for design, oversight and long-term planning of LSC content for participants.
  - Work collaboratively with the Volunteer Coordinator for onboarding and support of community volunteers to implement LSC with a culturally-sensitive and Two-Generation approach.
  - Responsible for set up and clean-up of evening classrooms and providing all equipment and materials for Life-Skills facilitators.
  - Monitor resident participation in LSC and assist with resident recruitment and attendance tracking.
  - Assist with LSC program evaluations by collecting post-workshop surveys and facilitator feedback forms after each class; incorporate feedback to improve LSC experience for residents and facilitators.
  - Work collaboratively with Community Engagement Coordinator on Family Night programming; attend all scheduled Family Night events.
  
- **Evening Childcare**
  - Responsible for oversight of the Evening Child Care (ECC) program for children ages birth to 12 years two evenings per week. Assist in Kids' Club during evenings if ECC is not offered.
  - Responsible for the design of ECC programs and activities to enhance social and emotional growth of children.
  - Directly supervise community volunteers during ECC programming; Help provide a rewarding experience for volunteers.
  - Establish trusting and positive relationships with children.
  - Maintain a structured, clean and organized environment for children.

- Ensures that Learning Center and 1300 facilities and non-consumable equipment are properly maintained and left clean and organized at the end of evening/event programming and ECC.
- **Kids' Club/Youth Programming**
  - Assist Youth Program Coordinator with Kids' Club enrichment activities Monday through Thursday afternoon and evening activities two evenings per week.
  - Supervise and interact with children ages 5-17 in a safe and caring environment.
  - Assist with implementation and supervision of Kids' Club summer experience afternoon programming.
  - Using a Warren Village vehicle, provide transportation of Kids' Club program participants to and from community field trips.
  - Provide occasional youth program assistance at Warren Village at Ivy Crossing location as assigned.
  - Responsible for acquisition, organization and preparation of youth program supplies and materials for Gilpin campus and Warren Village at Ivy Crossing.
- **Family Services Program Support**
  - Assist with special projects, department donation organization and distribution
  - Cover department administrative needs such as processing and distribution of departmental mail, ordering and organizing office supplies, kitchen duties, basic office processes.
  - Develop and produce program marketing and communications materials including class calendars, flyers, posters, lobby displays and other promotional materials; assist with production of program newsletter.
  - Provide direct clerical and program support to Director of Family Services and department as needed.

Competencies:

- Employee must demonstrate an ability to form a professional working relationship with clients in an empathetic, respectful and non-judgmental way.
- Ability to work independently as well as part of a team comprised of volunteers, professional staff, and residents.
- Ability to be a self-starter, work both independently and collaboratively different levels of employees and people of diverse backgrounds and cultures.
- Position requires strong communication skills with an ability to write clearly and concisely, excellent organizational skills and a can-do attitude. Work environment encourages individual creativity, collaboration, critical thinking, teamwork and professional accountability.
- Bilingual (French, Arabic or Swahili) and/or experience with culturally diverse people a plus.
- Ability to plan, organize and implement strategies, set realistic goals, monitor and evaluate progress to goals, and manage multiple priorities simultaneously.
- Strong computer skills required, including Microsoft Office (Word, Excel, PowerPoint); including social media.
- Commitment to Warren Village's mission and culture required.
- Employee must be able to work the occasional weekend when requested.

**Minimum Qualifications:**

- High school diploma or general education degree (GED).
- Must be 21 years of age.
- Experience working with children and basic understanding of child development

- Must have a valid Driver's license

**Required/Preferred education and/or experience:**

- Associates' Degree (AA) or equivalent from a two-year college or technical school.
- Experience working with low-income, diverse populations is a plus.

**Work Environment:**

The working environment is that of a typical office setting. The employee is occasionally exposed to moving mechanical parts with regards to filing cabinets, printers and computers, etc. The noise level in the work environment is usually quiet to moderate.

**Physical Demands:**

While performing the responsibilities of the position, the employee is required to talk and hear. The employee is often required to sit and use his/her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch, or crawl; and lift up to 40lbs. The vision abilities required for this job include close vision.

**Salary & Benefits:** \$19.00 - \$24.00 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](mailto:careers@warrenvillage.org). Subject line: **Evening Programs and Family Services Assistant**

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