

## **Children Program Coordinator**

**Location – Samaritan Center**

**Hours – Full Time/40 hrs. per week**



Reports to: Operations Manager

Supervises: None

FLSA Status: Non-Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Researches and coordinates all aspects of community events for children and families.
- Coordinates a partnership with local businesses and churches to sponsor children's events, trips, and celebrations.
- Provides age appropriate social and educational activities.
- Promotes a baseline values system using educational materials.
- Enhances self-esteem through a positive reward system with specific target goals to achieve.
- Observes and documents any changes in behaviors relative to their participation in the group.
- Demonstrates, by role modeling, good sportsmanship, teamwork, and respect for each other.
- Promotes healthy and safe fun.
- Assists the full-time staff with duties as needed, low census, etc.
- Is aware of all resident's issues through reading of charts, logs etc. to better assist the children's needs.
- Assists parents with the use of responsible parenting.
- Assists with other responsibilities or issues which may arise while on duty.
- Attends agency meetings/staff development programs as required.
- Attends training sessions as determined by needs outlined in annual evaluation.
- Participates on a Continuous Quality Improvement team (Full time only required).
- Attends weekly treatment team meetings
- Develops a monthly curriculum for group times.
- Distributes pre/post tests on self-esteem, behaviors, etc.
- Provides Case Manager with results for statistics and grant reports
- Enters client notes in Client track.
- Performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

- Degree in Early Childhood Education or previous experience working with children and adolescents in a structured environment.
- Supports the social teachings of the Catholic Church
- Strong interpersonal skills and flexibility; non-judgmental attitude

- Ability to forge mutually respectful partnerships with supervisor, coworkers, and clients with an understanding and sensitivity to cultural differences (i.e., Specific cultural and ethnic groups, religion, various socio-economic groups, and those living alternative lifestyles)
- Good communication, organizational and domestic skills
- A commitment to empowering others to solve problems
- Valuing a nurturing family as the ideal environment for a person
- A conviction about the capacity of people to grow and change
- The ability to establish a respectful relationship with the persons served to help them gain skills and confidence
- Ability to understand the needs of the client and respond accordingly
- The ability to work as a team player and work collaboratively with other personnel and/or service providers or professionals
- Possess a valid Florida driver's license
- Ability to work irregular hours
- Excellent and professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with employees, departments heads, representatives of other agencies and the public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Computer literate; Microsoft Word and Excel, email, and internet usage

**Physical Requirements:**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling, and climbing
- Occasional ability to distinguish basic colors (i.e., graphics)
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)
- Occasional time spent working closely with others

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

<b>Reviewed/Approved By:</b>	
CEO-Executive Director: _____ Supervisor: _____ Human Resources: _____	
*****	
Hand delivered on _____, by _____ (Supervisor)	
to _____ (Employee).	
I acknowledge receipt of and understanding of my job responsibilities as outlined in this Job Description.	
Signed: _____	(Employee) Date: _____
Signed: _____	(Supervisor) Date: _____
<b>Copies: Supervisor, Employee</b>	<b>Original: Human Resources</b>