



KIDS PROGRAM MANAGER POSITION DESCRIPTION

Reports to: Program Manager
Salary: DOE
Hours: 20 hours/week, including Mondays and Thursdays 6-8:30
Work Location: Duvall, WA

POSITION SUMMARY:

This position requires a highly motivated person who has a passion for serving homeless women and children. The Kids Program Manager oversees all aspects of Kids Program at Acres of Diamonds. This includes providing age specific programming two nights a week, training volunteers to ensure child safety and run the program, and being the on-site expert on child safety. The successful candidate will have the proven ability to start programs, troubleshoot program issues, empower and oversee volunteers, and provide support to traumatized kids. The position requires a heart of compassion and love for hurting people, and the ability to practice sound judgment and discernment, as they help kids break the cycle of homelessness.

DUTIES & RESPONSIBILITIES:

- Establish age-specific program curriculum for toddlers and preschoolers, and school-aged kids.
- Manage two nights of Kids Program each week, ensuring child safety. Train volunteers on running various aspects of Kids Program, offering increasing amounts of ownership to volunteers, working towards a volunteer-led program.
- Be the on-site expert on child safety. Establish policies for child safety, and train staff and volunteers in those policies. Explain and enforce program policies and procedures as necessary.
- Model excellent relationships and boundaries at all times—working with other staff members, kids, mothers, and volunteers.
- Meet with new residents to assess each child's needs. Track progress toward our goals for each child.
- Manage the volunteer scheduling system for Kids Program, ensuring that there are sufficient volunteers for child safety.
- Plan additional Kids Program special events.
- Attend and actively participate in staff meetings as required, and accept responsibility for the development of positive team.
- Develop and maintain resource files, progress reports and periodic evaluations; complete periodic operating and outcomes reports as required.
- Maintain strict resident confidentiality, objectivity and professional boundaries.
- Perform other duties as assigned by the Program Manager.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Minimum 2 years' experience in related field.
- Bachelors or Masters degree in related field preferred.
- Experience with kids with behavior issues.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Demonstrate creative thinking and the ability to problem solve when quick responses are needed.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God.

- Personal characteristics: compassionate, discerning, adaptable, organized, initiator, energetic, enthusiastic, optimistic, responsible, teachable, excellent personal boundaries.
- Computer skills: Word, Excel, E-mail, and Internet navigation.
- Valid Washington state driver's license and ability to travel to offsite meetings.
- Ability to maintain healthy boundaries and self-care in the midst of a stressful environment, and coach others in doing the same.
- Ability to lift up to 40 pounds on occasion.

Background:

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to jen@acresofdiamonds.org . Only qualified candidates will be contacted.