



KIDS PROGRAM MANAGER

Position Description

Reports to:	Program Director
Hours:	40 hours per week, with some evening and weekend hours
Job Classification:	Exempt, Full Time
Work Location:	Duvall, WA

BACKGROUND:

Acres of Diamonds exists to help homeless women and their children discover the life they were created for. We believe that kids shouldn't be growing up on the streets, in cars, or couch surfing. We believe that when a Mom wants to make life change, she should have a safe place to do it. Acres of Diamonds is one of the few facilities in this area that serves women as well as children, and we want to see our kids break the generational cycles of poverty and homelessness completely! Kids program is the place where our kids are most directly invested in, and where we can make the most dramatic progress toward supporting them and their future.

POSITION SUMMARY:

This position requires a highly motivated person who has passion and experience in serving homeless families, especially kids who have been through trauma and may have special needs, and mobilizing the community to support them. Acres of Diamonds. The Kids Program Manager is responsible for providing leadership, vision, planning, and direction of all kid related program activities at Acres of Diamonds. This includes running at least two program nights per week, providing other program opportunities for kids, and building up volunteer led teams to staff the programs. The successful candidate will have experience utilizing best practices when working with traumatized children, creating programs, leading volunteer groups, and pastoring diverse populations.

DUTIES & RESPONSIBILITIES:

- Create and implement a plan of building out current kids program activities to further meet the needs of Acres children holistically. Identify needs of Acres children, and address those needs, including interventions in academics, social and mental development, as well as providing enrichment activities. Partner with and resource Moms as the primary intervention.
- Cultivate relationships with community resources for Acres kids, and connect kids and their moms with those resources and other support that will best help their particular needs. Establish and maintain long-term partnerships with organizations with complementary missions for Acres kids.
- Recruit and on-board volunteers to support Acres kids. Develop long-term relationships and committed teams to run program nights. Maintain relationships and develop new ones with Acres program volunteers and supporters, offering training, support, and opportunity for increasing ownership of the mission, in program appropriate ways.
- Train volunteers and staff in best practices for working with kids who have been through trauma.
- Oversee program nights, ensuring site and child safety, as well as quality programming.
- Maintain and clearly communicate a calendar of kids program activities.
- Establish and track metrics indicating efficacy of kids program.



- Assist the Program Director, as needed, on updating program narratives and records as pertains to kids program.
- Build positive relationships with residents, staff, and volunteers. Develop a growing knowledge of our resident population that informs all other duties.
- Maintain strict resident and donor confidentiality, objectivity, and professional boundaries.
- Attend and actively participate in weekly staff meetings and accept responsibility for the development of positive team relationships.
- Establish and maintain good working relationships with staff and agencies serving the Acres of Diamonds resident population and with agencies referring residents to Acres of Diamonds.
- Occasionally represent the organization in public speaking engagements/community relations events.
- Assist the Program Director as needed.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Bachelor's degree and at least three years' experience in a related field. Master's degree preferred.
- Working knowledge of best practices supporting children who have been through trauma.
- Experience building and running programs for kids, as well as recruiting and developing leaders. Nonprofit experience preferred.
- Commitment to the mission of ending generational cycles of poverty.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, volunteers, and staff.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Ability to facilitate large and small groups well.
- Excellent planning and organizational skills with a proven ability to execute tasks efficiently.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds, with a high value on listening and learning.
- 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: initiator, energetic, organized, compassionate, discerning, adaptable, enthusiastic, optimistic, responsible, learner.
- Computer skills: Word, Excel, Outlook, and Internet navigation.
- Valid Washington state driver's license and ability to travel to offsite meetings.
- Ability to lift up to 40 pounds on occasion.

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 kerstin@acresofdiamonds.org. Only qualified candidates will be contacted.