



Supportive Child Care Coordinator

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for homeless men, women and their children. Vision House is committed to the families we serve and our employees. As an organization, we encourage a healthy work-life balance because we value you and your family. We believe in Christ-centered integrity, helping and service, achievement, respect and teamwork.

Hours: Part-Time 6-10 hours per week. Monday or Tuesday and Thursday Evenings 5pm – 8pm

Rate of Pay: \$17.00-\$18.00 per hour DOE

We are seeking a special someone who can provide general oversight for the children in our care AND provide supportive services for children with more challenging behaviors and temperaments due to experiencing homelessness.

General Responsibilities

- Supervise and ensure a safe environment for all resident and alumni children and child care volunteers while parents are in class.
- Coordinate dinner for children during child care time.
- Clean-up the center after the classes end (7:30pm).
- Securely close the center and lock it up at 8:00pm.
- Report any concerns or issues regarding residents or volunteers to supervisor in a timely manner.
- Maintain and uphold confidentiality.
- Supervise volunteers in changing children's diapers.
- Provide support for the teachers that are teaching the parent education classes (answer questions, provide material support, etc.).

Specific Program Responsibilities

- Meet with YFA Team Lead for training and supervision of Supportive Child Care program (SCCP).
- Create, organize resource and facilitate activities and directives for children in SCCP.
- Monitor activities during program time, supervising volunteers and manage flow of the evening.
- Assist volunteers working with children who have specific needs. Problem-solve issues that may arise.
- Collaborate with volunteers and parents of children in care on the effectiveness of the program.

Qualifications

- Must be 18 years of age
- GED or High School Diploma
- Child care experience with children in need of supportive services
- Ability to pass criminal history background check
- Must be able to sign our Statement of Faith
- Must be able to lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
- Must have the ability to lift up to 40 pounds
- Ability to research, organize and adapt program activities for uniquely challenged children
- Performs other duties assigned

Send resume to noreeng@visionhouse.org or call 425-228-6356.