

## CHILD AND YOUTH PROGRAM LEAD

### **KEY INFORMATION**

Reports To:	Child and Youth Co-Manager
Key Relationships:	Clients – Parents and Children, Case Manager(s), Volunteer Coordinator, Counselors, Volunteers, School Staff
Effective Date:	May 2021
Hours:	Full-time, 40 hours per week, including 2 evenings and Saturdays, some flexibility
Job Classification:	Salary, Exempt
Compensation:	\$42,500 – \$48,800, DOE; 401(k) plan; medical, dental & vision benefits; PTO: vacation, personal time and sick time

### **SUMMARY**

The Child and Youth Program Lead (CYL) will provide social and emotional learning programs to establish opportunities for children and youth to gain foundations for safe and positive learning, and enhance students' ability to succeed in school, careers and life. The CYL will oversee weekly onsite, evidence-based children's programs, staff and volunteers in order to foster healing and help children attain age-appropriate developmental levels. Additionally, they will offer weekly trauma-informed care programs for children and youth to aid in their mental health recovery. They will work directly with homeless and near-homeless children and parents that have experienced trauma and adversity in order to increase family functioning, build strong relationships, and ensure families leave homelessness forever. This role is foundational to the success of vulnerable and homeless single-parent families reaching their goal of self-sufficiency and long-term stability.

Due to the homelessness crisis in King county, Vine Maple Place is expanding to serve more families in need.

### **RESPONSIBILITIES**

- Oversee and implement child and youth Social Emotional Learning (SEL) mentor program to help tweens and teens acquire and apply knowledge and skill necessary to understand and manage emotions, set and achieve goals and make responsible decisions.
- Oversee all program development and delivery in seasonal cycles to ensure consistent program experiences that help children and youth develop self-regulatory techniques and coping skills they need to recover from adverse childhood experiences.
- Ensure training and development of a qualified volunteer staff for all child and youth programs.
- Track, maintain and report the youth assessment data periodically. Develop and implement plans with parents, provide parent skills training and track progress.
- Assist the parent in monitoring educational and developmental needs – working with school counselors and teachers to develop a plan when needed. Provide oversight for onsite tutoring and academic programs.

- Monitor ongoing program outcomes to ensure goals are being achieved and programs are effective. Recommend and collaborate with Program Director on program changes based on outcomes.
- Manage the communication and coordination of community partnerships and resources for enrichment activities, sports, camps, etc.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Exhibit strong oral, written, and interpersonal communications skills to facilitate effective communications with clients, donors, volunteers and staff.
- Possess the ability to handle confidential and sensitive information.
- Strong knowledge of the stages in child development.
- Strong customer service orientation.
- Sensitivity to the needs of children who are homeless, low income, limited English speaking, or impacted by domestic violence and substance abuse in the family unit.

#### **EXPERIENCE AND EDUCATION**

- Degree in a related field.
- Two (2) years of experience working with diverse and/or special needs populations.
- Experience providing services to children, youth and families and an understanding of trauma, program services and associated referrals for treatment planning.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Possess a WA State driver's license, safe driving record and proof of insurance.
- Candidate must be able to travel independently between multiple work sites within a day.
- Current CPR and First Aid certifications.
- Ability to prioritize and organize multiple, simultaneous projects independently in order to meet deadlines.
- Ability to work with numbers and percentages to show measurement and outcomes.
- Computer skills: Proficient in Word, Excel, Outlook, and internet navigation.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to: [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)**