



Family Promise of Spokane

Kid's Crew Coordinator Internship

Last Updated: 3/1/2020

OVERVIEW: Family Promise of Spokane is looking for relational, professional and compassionate people to serve our children experiencing homelessness as part of our shelter care team. A formidable candidate will have high quality experience working with children with challenging backgrounds as well as model self-assurance, be passionate about the mission of Family Promise of Spokane as well as model thoughtful problem-solving and an ability to navigate relational nuance. The Donor Donor Relations Assistant will be responsible for caring for Family Promise's donor base through thoughtful gratitude, follow-through and deepening engagement.

POSITION DUTIES

- Organize educational and relational opportunities for children experiencing homelessness at Open Doors Emergency Shelter - throughout summer or weekdays from 6-7:30pm depending on season
- Network with community resources to organize outings and events for families
- Work with parents to come alongside their children in positive and encouraging ways
- Manage activities calendar and lead other volunteers in helping with Kid's Crew volunteers
- Maintain organized records of children's behavior, relationships and needs
- Work alongside a team of other Kid's Crew Coordinators to ensure continuity of care and consistency in structure and discipline
- Train volunteers to perform duties with confidence and provide them with tasks and projects
- Ensure well-being of all interns working with you by expressing gratitude and feedback as needed
- Attend weekly staff meetings & department meets if available

SKILLS

- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills
- Experience working with children from challenging backgrounds

QUALIFICATIONS - A formidable candidate will be:

- Passionate about creating engaging and age-appropriate content for a wide variety of interests
- Calm and consistent under pressure or in the face of chaos
- Extremely flexible and able to change plans in order to best serve kids
- An independent, self-directed creator who can collaborate responsibly
- A quick learner who is willing to learn and then teach others
- Professional in appearance and manner

- Willing to risk and fail for the sake of creating a new structure

STRUCTURE: The Kid's Crew Coordinators work together and fairly independently with as needed supervision from the Outreach & Recruitment Manager. Most responsibilities are completed on site, but interns seeking additional hours can work on organizing and coordinating activities from home. Interns work 10 hours each week and will have a weekly check-in with the Outreach & Recruitment Manager to receive direction and professional development.