



Family Promise of Spokane

Assistant Summer Kids Crew Coordinator

Last Updated: 5/30/2023

REPORTS TO: Emergency Shelter Program Manager

SCHEDULE: 24 hours/week; exact schedule TBD

POSITION PERIOD: June 1-Sep 15, 2023

This is a grant funded position, and funding has been secured.

FLSA STATUS: Non-Exempt

HOURLY RATE: \$24.00 per hour

BENEFITS: N/A

OVERVIEW: The Summer Kids Crew Coordinator provides youth experiencing homelessness with an enriching summer. The Coordinator is responsible for planning and implementing a program to care for children ages 4-17. They ensure the development and safety of the children. This is a temporary position that spans 14 weeks.

POSITION DUTIES

- Plan, prepare, and implement age-appropriate programming and curriculum
- Create engaging, thorough lesson plans and activity calendars
- Follow and implement behavior management procedures with all youth
- Incorporate Social Emotional Learning activities
- Work to create a positive group culture through team-building and problem-solving activities
- Communicate with the Shelter Manager regarding Volunteer needs based on predicted enrollment
- Supervise and Support Kids Crew staff, interns and volunteers
- Oversee and lead volunteers helping with Kids Crew
- Work alongside the Kids Crew team and shelter staff to ensure continuity of care and consistency in structure and discipline
- Keep track of enrollment records and document incident reports
- Drive a 15 passenger van to transport youth

QUALIFICATIONS - To perform this job successfully, an individual must have:

- A High School diploma or equivalent. Years of direct experience with youth, particularly youth experiencing homelessness can be substituted 1:1 for educational and work requirements.

- Experience managing and overseeing others
- At least 2 years of experience working directly with youth
- Valid driver's license and 2+ years of driving experience
- Clean driving record
- Pass WATCH background check

SKILLS - To perform this job successfully, the applicant must demonstrate:

- 👤 Experience working with children from challenging backgrounds
- 👤 Experience working with youth with behavioral or educational challenges
- 👤 Ability to work in a chaotic environment
- 👤 Flexible and able to change plans in order to best serves kids
- 👤 An independent, self-directed creator who can collaborate responsibly
- 👤 Excellent interpersonal and communication skills
- 👤 Strong planning and organizational skills