



Job Title: Children's Program Assistant
Reports To: Children's Program Manager
FLSA Status: Part-time, Nonexempt, Regular
Department: Children's Program
Job Classification: 2 – Program Assistant

SUMMARY

The Children's Program Assistant provides support to program staff that provides therapeutic care and curriculum-based activities for children 0-21 years old who have been impacted by Domestic Violence. This position follows the lead of the Children's Program Manager, Child and Family Therapist, and Children's Advocates. All Children's Program staff are expected to promote and model safety, healthy relationships, resilience, productive skill-building, and positive choices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the holistic healing, resilience, and developmental growth of children/youth impacted by Domestic Violence and other trauma.
- Helps to maintain the predictable and consistent rhythm in the program as set by lead staff as well as expectations, boundaries and guidelines.
- Helps to supervises groups of children/youth of varying sizes. Guide children/youth in learning, practicing and mastering developmental skills by way of determined curriculum, guided free-play and peer-interaction.
- Helps prepare and serve nutritionally sound snacks to children/youth.
- Provided staff support for field trips and special events.
- Helps staff in supporting children/youth in develop their own safety plan and build safety skills.
- Assists children/youth with skill-development and implements calming techniques.
- Partner with program staff to maintain a clean, orderly, developmentally rich and safe program space.
- Helps to maintains program supplies and storage areas.
- Comply with and models Children's Program rules, policies, and procedures to children and their parent(s) at all times.
- Adapts to changing program and staffing needs. Available to work a flexible schedule as determined by the needs of the program.
- Provide Respite Care support, as needed.
- Support the overall social, emotional, cognitive and developmental health of their children as guided by lead program staff.
- Work collaboratively with the Children's Program team and other YWCA departments to meet program goals and provide support beyond assigned duties, as determined by Children's Program Manager.

This is a general description of the responsibilities of the position; additional tasks may arise in the course of work that are related to this job description.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work and communicate effectively with diverse people

- Ability to role model maturity, positive skills, and productive behaviors to children and parents
- Ability to act professionally at all time and to appropriately perform the essential functions within the scope of one's position
- Ability to follow directives and apply common sense understanding to carry out instructions given by lead staff furnished in written and oral forms
- Ability to stay focused, be productive, and manage multiple tasks in times of pressure as well as in times of calm
- Ability to work collaboratively and productively as part of a diverse team of professionals
- Ability to easily adapt to different situations
- Ability to work a flexible and varied schedule, including evenings and weekends as determined by the Program Manager
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to apply broad concepts appropriately and consistently to varied situations
- Commitment to YWCA vision, mission and values

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

At least two years related experience and/or training; or equivalent combination of education and experience. Child development, Early Childhood Education, and/or Social Work coursework preferred.

OTHER QUALIFICATIONS

- Must have ability to transport self in and around Pierce County, if that includes driving your own vehicle then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law
- Acceptable Washington State Patrol Criminal History Record
- CPR & First Aid Certification

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can often be loud (multiple children playing, yelling).