

POSITION DESCRIPTION NEOSA DIVISION



Job Title: Children's Activities Coordinator

Exempt/Nonexempt: Non-exempt

Corps, Institution or Department: Harbor Light Complex – Zelma George

Reports To: Program Manager

GENERAL PURPOSE OF JOB:

The Children's Activities Coordinator will be responsible for interacting with the children of the Zelma George program as he/she organizes daily activities that will motivate the children to participate as well as keeping them suitably entertained as well as appropriately busy.

ESSENTIAL DUTIES INCLUDE:

- Prepare an activities calendar – preferably one month in advance.
- Responsible for coordinating /developing daily activities to engage the children of the Zelma George program.
- Ensure a variety of sport, recreation, educational, cultural and other activities are offered throughout the month's calendar.
- Schedule, supervise and lead the activities.
- Maintain daily communication with parents.
- Maintain attendance and participation records as necessary.
- Utilize community resources as part of the program.
- Child Watch with the approval of management and by case manager referral (including during in-house groups, housing and doctor appointments).
- Engage children and parents in positive projects/activities.
- Plan/organize holiday and special events for the program.
- Organize and oversee volunteer activities as needed.
- Attend all mandatory trainings or meetings
- Perform other duties as assigned by the Program Manager or Executive Director.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

MINIMUM EDUCATION and/or EXPERIENCE:

- High School diploma or GED. Associate Degree preferred.
- Previous experience working with children and families preferred.

SPECIAL SKILLS, CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to routinely lift and carry boxes weighing 50 pounds or more.
- Must be able to use stairs, when necessary, for building evacuations, drills or during elevator maintenance.
- Good assessment and strong judgment skills.
- Good communication skills including good grammar, spelling and legible handwriting.

MODELING SKILLS:

- Speaks positively about the programs, staff and The Salvation Army.
- Verbalizes pro-social thinking using respectful language, tone of voice and body language.
- Displays pro-social behavior.
- Maintains appropriate boundaries with clients and employees.

Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Acceptable job performance includes the completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of The Salvation Army.