

**HAVEN HILLS, INC.**  
**POSITION DESCRIPTION**

**Position:** Children's Program Coordinator

**Hours:** Full-Time / Non-Exempt (40 hours/week)

**Reports to:** Residential Program Manager

**Annual Salary Range:** \$48,000- \$52,000

**RESPONSIBILITIES AND DUTIES:** Under the direct supervision of the Residential Program Manager, the Children's Program Coordinator (CPC) is responsible for coordinating and implementing learning and recreational programming and activities for children and teens residing at Haven Hill's shelters. The CPC is also responsible for overseeing childcare services for children ages 0 - 12 by directly providing care or with volunteer and intern support.

**PRIMARY RESPONSIBILITIES**

**Program Coordination**

- Develop and implement programs and activities that guide social, emotional, intellectual, and physical engagement in a safe space for diverse age groups, group sizes, and developmental stages.
- Guide students through engaging and challenging inquiry-based experiences across the disciplines of reading, writing, language, mathematics, science, social sciences, and art.
- Facilitate intakes and assessment for participating children and establish developmental plans and goals with parent and child(ren) to advance children's intellectual, social, emotional, and physical development.
- Provide children and family counseling, as necessary.
- Facilitate check-ins with parents on regular basis regarding children's program participation and encourage parent involvement.
- Provide childcare services for children ages 0 - 12 by directly providing care or with volunteer and intern support, as required.
- Model and promote positive interpersonal communication and problem-solving skills and establish and maintain a safe, healthy, and positive learning environment; and create opportunities for growth of the whole child.
- Develop and coordinate larger seasonal activities during spring break, summer, and winter break; and activities around annual holidays such as Halloween, Independence Day, year-end holidays etc.
- Maintain clean environment of the childcare room, toys, equipment, and materials.

**Administration and Client Support**

- Support staff with crisis intervention and problem-solving involving children and family.
- Establish partnerships with local education training centers to recruit interns to support the Children's Program.
- Coordinate volunteer/intern duties and schedules and prepare monthly volunteer report.
- Assist with coordination of community gatherings, children's activities, and special client-based events.
- Participate in training or presentations, as requested.

- Provide “Back-up” support for the Crisis Hotline to ensure 24/7 coverage, as requested.
- Develop and maintain complete, accurate, and current files with all required documents and data in agency records and electronic databases to meet contract requirements.
- Maintain accurate and up to date tracking of Children’s Program rosters.
- Participate in weekly staff meetings and supervision; and attend internal and external training as requested.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS

- **Bilingual in Spanish required.**
- Bachelor of Arts Child Development
- A minimum of 12 units in Early Childhood Education or Child Development.
- Child Development Master Teacher Permit, at minimum, required.
- As a condition of employment, must maintain current permit and renew as required by the State of California.
- First Aid and Pediatric CPR certification within 30 days of hire required.
- Ability to establish and maintain effective working relationships with children and parents.
- Two or more years’ experience working with children and families.
- Desire to continue education and engage in professional development opportunities.
- Excellent organizational and communication skills and be able to multi-task in crisis environment.
- Ability to problem solve, be resourceful, use sound judgment, and possess good decision-making skills.
- Ability to speak and write effectively.
- Ability to relate to individuals and groups in an empathic and non-judgmental manner.
- Experience in the field of domestic violence or an understanding of the dynamics of an abusive relationship and its impact on the individual and society. State mandated 40-hour domestic violence advocate training certificate required, or completion within three months of hire. Ability to work with diverse populations.
- Must be comfortable working in non-traditional or shelter setting; must be flexible, open-minded, adaptable, and able to work independently. Must be computer literate, familiar with Microsoft Outlook, Word, and Excel
- Ability to learn and use various databases for data management and reporting.
- Must undergo fingerprinting/background check, and TB testing, as required.
- Haven Hills, Inc. requires its employees to be vaccinated against COVID-19, subject to certain exceptions as required by law. All employees are also required to adhere to additional masking and social distancing requirements.
- Must have a valid California driver’s license, insurance, and an automobile that may be used during working hours.

## Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- At times may be required to lift up to 10 pounds.
- May be required to use stairs to access second floor of facility.
- Required to express or exchange ideas by means of spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Driving may be required.

**Equal Opportunity Employer:** Haven Hills, Inc. is an equal opportunity employer and does not discriminate based on age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any protected class as defined by California and federal law.”

**American with Disabilities Act/Fair Employment and Housing Act Compliance Information:** To comply with the Americans with Disabilities Act, the Fair Employment and Housing Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless such accommodations create an undue hardship on Haven Hills.

**At-Will:** This position is at-will, meaning that you or the employer may terminate at any time.

**Haven Hills offers a comprehensive benefits package to its full-time employees working 40 hours or more per week. Employees meeting the full-time eligibility requirement may participate in the following:**

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| <ul style="list-style-type: none"><li>• Medical Coverage – Partially sponsored by Employer<ul style="list-style-type: none"><li>○ Blue Shield of California</li><li>○ Kaiser Permanente</li><li>○ United Healthcare</li></ul></li><li>• Dental and Vision – Partially sponsored by Employer<ul style="list-style-type: none"><li>○ United Healthcare Dental</li><li>○ Vision Service Plan (VSP)</li></ul></li><li>• Health Care Flexible Spending Account Plan (Health Care FSA) available</li></ul> | <ul style="list-style-type: none"><li>• Group Life and Accidental Death &amp; Dismemberment (AD&amp;D) – Fully sponsored by Employer</li><li>• Voluntary Group Life and Accidental Death &amp; Dismemberment (AD&amp;D) and Short/Long-Term Disability Insurance options available</li><li>• 401(k) Retirement Plan with employer match</li><li>• OTHER: Workplace Perks Benefits (discount program) and Flexible Work Schedule.</li></ul> |
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