

1111 SW 10th Avenue, Portland, OR 97205
Telephone (503) 294-7470: Fax (503) 294-7399, www.ywca-pdx.org
Email: Employment @ ywca-pdx.org

Job Opening Announcement

POSITION TITLE: CHILDRENS PROGRAM COORDINATOR

REPORTS TO: DV SERVICES MANAGER

STARTING WAGE/SALARY: DOE

JOB OPENING DATE: 08/10/2010

APPLICATION CLOSURE DATE: Open until filled

A YWCA job application form is required, please. Resumes are welcomed but are not accepted in place of the YWCA job application form. Application forms are available at 1111 SW 10th Avenue, Portland, OR 97205 or www.ywca-pdx.org/employment.htm Email: employment@ywca-pdx.org

PRIMARY RESPONSIBILITIES:

Provide assistance to children and parents, including but not limited to one-on-one, age-appropriate safety planning, positive parenting support, respite care and meeting / group child care, community referrals, and advocacy. Develop children and teen programming, including recruiting and supervising volunteers. Collect data and submit reports, as required by funders. Perform outreach and community education as needed. Solicit, manage and respond to donations for shelter. Function as a team member with other staff to assure efficient, effective operation of the shelter.

Children's Program

1. Work with individual children to create age-appropriate safety plans as required by funding.
2. Model positive discipline and intervention techniques when working with children.
3. Identify, develop, and acquire resources for parents, including materials on positive discipline, children's / teen's development, age-appropriate abilities and expectations.
4. Advise the Primary and Shelter Advocates in situations involving parenting.
5. Oversee organization and upkeep of children- and teen-specific areas of shelter.
6. Develop and supervise children's program activities, including activities away from the facility.
7. Assure best practices in confidentiality and security of all client information.
8. Provide child Intakes and needs assessments of children.
9. Act as a liaison between parents, children, and community agencies, as needed.
10. Train and supervise volunteers working within the children and teens

SECONDARY RESPONSIBILITIES:

11. Attend scheduled meetings and trainings.
12. Act as Person in Charge (PIC) when assigned.
13. As part of a team with other Yolanda House staff, coordinate services provided to residents per Yolanda House protocols.
14. As needed and appropriate, answer crisis line, conduct initial phone screenings, make referrals or arrange shelter entry.

**The YWCA of Greater Portland is an Affirmative Action/
Equal Opportunity Employer that values diversity, and is
fully committed to employing a diverse workforce.**

MINIMUM QUALIFICATIONS and Experience (Required):

Requires Bachelors degree in Child Development or related field. Related experience may be substituted on a year for year basis for the educational requirement.

Training and related experience in advocacy and volunteer management.

Must have education or experience in positive discipline and parenting skills, and feel strong commitment to working with and advocating for children.

Knowledge of domestic violence, community resources, and related laws strongly preferred.

Requires timely completion of contractually required 40-hours training in Domestic Violence or ability to demonstrate equivalent experience working in domestic violence.

Must have access to own reliable transportation

Must have access to a telephone.

Valid Driver's License

Requires regular local travel

Prolonged computer use

Must be able to move up to 25lbs

Residential setting, prone to occasional outbursts from clients

Must successfully complete background checks – conviction of a crime may preclude employment.

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