

Children's Program Assistant

OPEN HOUSE MINISTRIES

Reports To: Children's Program Coordinator

Status: Nonexempt

Purpose: Open House Ministries meets a critical need of the residents by offering children's programming on site.

Time Commitment: \$17.13-\$22.00 per hour. Part-time, 20 hours per week; life/LTD; sick, vacation, store discount

Position Summary

The Children's Program Assistant assists the Children's Program Coordinator with all activities in accordance with the mission, vision, and values of Open House Ministries.

Essential Functions

- Support and assist after-school learning and recreational activities designed for children to enhance their potential and skills. This will include school vacation days and summer programs.
- Assist in research and registration for camps and programs
- Prepare crafts, activities, etc. for the daily program, as requested
- Work with volunteers in the program
- Establish and maintain relationships with children and their families
- Other duties as assigned

Competencies

- Leadership
- Communication
- Presentation skills
- Collaboration
- Diversity and Inclusion
- Teamwork
- Organization
- Basic knowledge of Microsoft Word

Required Qualifications

- Demonstrated personal Christian faith and commitment to the Christian mission of the ministry
- Knowledge and training in working with at-risk children

To apply, email careers@sheltered.org for an application form.