

Children's Program Coordinator Position Announcement

OPEN HOUSE MINISTRIES

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

Time Commitment: Full time, 40 hours per week

Benefits: Pay \$19-\$22 per hour - Nonexempt; health, dental, vision, sick, vacation, Life/LTD; store discounts

Position Summary

The Children's Program Coordinator is responsible for overseeing and engaging in the children's programs and activities in accordance with the mission, vision, and values of Open House Ministries.

Essential Functions

- Develop and implement new children's programs to support the strategic direction of Open House Ministries
- Foster a welcoming and inclusive environment that reflects the shelter's faith values
- Provide mentorship, emotional support, and positive role modeling to children
- Collaborate with staff, volunteers, and families to meet the individual needs of children
- Maintain organized records of attendance, progress, and any concerns related to children's well-being
- Promote spiritual growth through age-appropriate faith-based teachings, prayer, and activities
- Plan, support, engage, supervise, evaluate, and direct after-school learning and recreational activities designed for children to enhance their potential and skills. This will include school vacation days and summer programs.
- Create, manage, and measure long-term goals
- Develop a budget and operating plan for the program
- Oversee and engage with children's program staff and volunteers and advocate with external partners in the community
- Establish, engage, and maintain relationships with children and their families
- Share critical information when meeting with the case manager and chaplain
- Advocate for children's needs and work to connect families with additional resources and support services
- Other duties as assigned

Competencies

- Leadership
- Communication
- Presentation skills
- Collaboration
- Diversity and Inclusion
- Teamwork
- Conduct

Required Qualifications

- Demonstrated personal Christian faith and commitment to the Christian mission of the ministry
- Knowledge and training in working with at-risk children
- Must be able to pass a background/fingerprint check