

PARTNERS IN HOUSING

This document was
last reviewed on
February 27, 2019

JOB DESCRIPTION

Job Title: Child Enrichment Center Coordinator/Support Specialist **Number:** 753

Reports To: Program Manager

Training Period: 3 months **Exemption:** No

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Oversees Contracts: No Boards: No

Job Titles Supervised: Volunteers

General Purpose: The CEC coordinator will provide a resource for the parents in the Partners in Housing program by providing childcare during Life Skills or other classes taking place at the Colorado House and Resource Center or while the parents are taking advantage of other Colorado House resources. Provide childcare services as needed for other organizations using the CHRC facilities. To coordinate some activities intended to enrich, educate, or entertain the children while in the CEC. Maintain a safe, orderly, and clean environment for the children in the program.

The Support Specialist will foster a welcoming atmosphere for those calling and/or visiting the Colorado House and Resource Center by identifying each person's specific needs and seeing that those needs are met, either by direct service or by referring them to the appropriate resource. Facilitate and support Partners in Housing operations and reporting by managing service and program data entry in ETO and providing clerical support as needed.

Essential Duties and Responsibilities:

Child Enrichment Center Coordination

- Provide childcare and supervision of volunteers for the Child Enrichment Center (CEC)
- Arrange appropriate aged crafts/projects for the children in the CEC
- Maintain a safe, orderly and clean environment
- Coordinate activities with other Partners in Housing staff, Rocky Mountain Community Land Trust staff, or other organizations using the CEC
- Inform appropriate Family Services or other staff of any needs, problems, or concerns. Assist in developing strategies for dealing with problems
- Track attendance and implement a sign in and sign out policy for children and their parents
- Track both staffed and unstaffed CEC usage into Efforts to Outcomes (ETO) database and provide reports as needed
- Research and distribute information on free activities in the Colorado Springs area.
- Track volunteer hours
- Report any suspected child abuse per agency policies and procedures
- Monitor supplies

Front desk reception

- Provide front desk coverage/support when needed
- Receive and screen all incoming telephone calls; take messages and/or answer inquiries; check voicemail and answer or forward messages
- Receive and distribute mail
- Oversee and monitor computer room and supply room; inform appropriate staff when supplies are needed
- Provide limited clerical assistance to Partners as requested
- Monitor, track, and input all CHRC attendance data collection into Efforts to Outcomes (ETO) database
- Maintain appropriate logs
- Maintain and manage inventory of Lowe's Kitchen cooking and cleaning supplies
- Monitor usage and issues with Lowe's Kitchen
- Generate and distribute welcome letters to all new clients
- Assist with CHRC pantry
- Assist in distribution and inventory of donated items at Colorado House

Other

- Close facility along with Program Assistant
- Collect rent monies and follow cash handling procedures
- Light cleaning of facility dining/kitchen areas when necessary

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility:

	Volunteers						
HIRING	I						
ASSIGNING/SCHEDULING WORK	F						
MONITORING/CONTROLLING WORK	F						
DISCIPLINE	R						
PERFORMANCE EVALUATION	n/a						
SALARY RECOMMENDATIONS	n/a						
DISMISSAL	R						
BUDGET RESPONSIBILITY	None						
PROPERTY RESPONSIBILITY	Responsible for CEC equipment, toys. Responsible for collecting rent monies. Responsible for proper functioning and maintenance of front desk equipment.						
CONFIDENTIAL INFORMATION	Responsible for confidential client information.						

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

Education: High school diploma or GED preferred. Strong Computer proficiency.
Experience: Two years' experience working with children in a group setting. Two years of experience of clerical work answering phones in a business setting. Knowledge of Colorado Springs social service agencies a plus.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Ability to work with a variety of people
- Sensitivity to cultural differences
- Knowledge of early childhood development
- Excellent verbal communication skills and the ability to relate well with a variety of people
- Strong telephone skills
- Ability to organize diverse tasks in a busy office
- Ability to be courteous and calm and maintain a positive outlook under pressure
- Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations
- Ability to be flexible
- Ability to access information regarding other community resources
- Basic clerical and office skills
- Basic mathematical knowledge and skills
- Strong ability to operate a computer using Microsoft products
- Ability to work in a team setting

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

<i>WORK ENVIRONMENT</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE			X
VDT/CRT USE	X		
DRIVING	X		
STANDING			X
SITTING			X
WALKING			X
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOTION		X	
OPERATING MACHINERY			
COPIER			X
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)		X	
10-KEY	X		
CALCULATOR		X	
COMPUTER		X	
MOUSE		X	
PRINTER		X	

OTHER REQUIREMENTS

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION		X	
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL	X		
NATIONAL	X		
INTERNATIONAL	X		

This position requires

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X