

PARTNERS IN HOUSING

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JOB DESCRIPTION

Job Title: Program and Child Enrichment Associate

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: Under the general direction of the Program Manager, this position will provide direct support on the coordination and development of life skills classes, front desk services and childcare as needed at the Colorado House and Resource Center.

Essential Duties and Responsibilities:

Program Support

- Assist Program Manager with the development, outreach, and coordination of Life Skills classes.
- Support Program Manager with completion of orientation meetings/ classes
- Send out program emails at the beginning of each month with class links.
- Provide support with direct communication to Partner families regarding access to signing up for appointments and program requirements.
- Assist families in signing up for program requirements.
- Provide general program support as needed in the form of setting up, tearing down, and rearranging areas for all Life Skills appointments, classes and events.
- Assist with administrative duties through Apricot, Sign-Up Genius, Survey Monkey, and physical Partner family files by maintaining and updating appointment data for Life Skills classes.
- Support program data collection through clients surveys as needed.
- Complete and distribute Welcome Letters to new Partner families upon entry into housing.
- Provide support with various needs to include attending drug screenings and other eligibility requirements

Front Desk Support

- Greet CHRC visitors.
- Escort Partners families to respective appointments.
- Assist Partners families to pantry and keep track of usage.
- Assist CHRC staff with various administrative duties such as creating binders, making copies, data entry, etc.
- Assist with setup and take down of classroom.
- 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.
- Assist with maintaining and managing inventory of Lowe's Kitchen cooking and cleaning supplies.
- Monitor usage and report issues with Lowe's Kitchen.
- Assist in distribution and inventory of donated items at Colorado House.
- Monitor and review CH cameras as needed

Child Enrichment Center Coordination

- Provide childcare and supervision of volunteers for the Child Enrichment Center (CEC).
- Maintain a safe, orderly and clean environment.
- Inform appropriate Family Services or other staff of any needs, problems, or concerns.
- Utilize designated sign in and sign out policy for children and their parents.
- Report any suspected child abuse per agency policies and procedures.

Other

- Close facility along with Individual Services Manager
- 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.

Job Description For Program and Child Enrichment Associate (continued)

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						
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

Experience: Two years experience in a business setting. One year experience working with children in a group setting.

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

Strong communication skills (both written and oral) and good interpersonal behavior skills.

Ability to work with a variety of people.

Sensitivity to cultural differences.

Knowledge of early childhood development.

Strong organizational skills.

Ability to be flexible.

Working knowledge or willingness to learn the dynamics of families experiencing homelessness.

Knowledge of Colorado Springs social service agencies a plus.

Experience with Apricot, Signup Genius a plus.

Must be able to pass drug screen.

Must be able to meet and receive a criminal records clearance.

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
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

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

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQUENT
LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X