

PARTNERS IN HOUSING

JOB DESCRIPTION

This document was
last reviewed on
1/8/2026

Job Title: Children Services Coordinator

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 develop, implement, and oversee children program activities and provide limited childcare while Partner families are on-site for appointments or are in need of respite care. This position provides support to families with CCCAP applications, daycare openings and child related resources available in the Pikes Peak Region.

Essential Duties and Responsibilities:

Supportive Service Development

- Organize and facilitate Positive Childhood Experiences (PCE) for the families in the program on a regular basis
- Creatively design and implement educational components like offering STEM activities and resources, how to use the library
- Monthly development of a children focused newsletter with recognizing child accomplishments and milestones and sharing relevant resource information
- Research and record kid-focused community resources/services, and assist with navigating enrollment
- Drive contact/collaboration with appropriate childcare connections, resources, and services to be shared with Caseworkers and Partner families
- Collaborate with the Family Services team to discuss children's needs, concerns, and to resolve issues
- Develop and maintain child intake evaluations and help record changes and progress of children participating in the CEC (Child Enrichment Center)

Child Enrichment Center (CEC) Coordination

- Provide direct care to children during program and respite hours
- Engage children in active conflict management and address behavior issues in a positive manner
- Maintain a safe, orderly, and clean environment – including the sanitization of toys after each use
- Provide supervision of CEC volunteers, and coordination with community volunteers
- Input CEC usage data into our Apricot database, create Signup Genius links
- Enroll children in Dolly Parton's Imagination Library upon entry into program
- Attend Mandatory Reporter Training and respond to any suspected child abuse per agency policies and procedures

Other Duties as Assigned

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							
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. Currently enrolled or have certification in Child Development or Early Childhood Education, work experience may be substituted for education.

Experience: Experience with children and knowledge of early childhood development. Proficient computer skills with experience in data entry.

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

- Bilingual Spanish/English a plus.
- Supervisory experience a plus.
- Working knowledge or willingness to learn the dynamics of families experiencing homelessness.
- Ability to organize diverse tasks in a busy office.
- Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations.
- Ability to work with a variety of people on a regular basis effectively.
- Ability to be flexible.
- Ability to be punctual and present on a regular basis.
- Strong communication skills (both written and oral) and good interpersonal behavior skills.
- Must have reliable transportation.
- 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

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE			X
COMPUTER 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

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