

*Staff Coordinator-Child Development*

*And he took a child and put him in the midst of them, and taking him in his arms, he said to them, ‘Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me. Mark 9:36-37*

**Position Title:** Staff Coordinator – Child Development

**Reports to:** Hope Cottage Director

**Starting Wage:** $19/hour

**Status:**  **Part Time**

**FLSA Status:**  **Non-Exempt**

**Benefits:**  **Paid Vacation, Sick & Holiday**

**DESCRIPTION**

Hope Cottage is more than an “emergency shelter”. It is a healing home for women and children and a place to land, learn and re-launch into a healthier, more stable life. The Coordinator – Child Development position provides life-transforming support for guests and residents at Hope Cottage in a community model with an emphasis on the care and growth of children. This position may supervise shifts, teach life-skills, provide resources, and may facilitate crisis intervention. More specifically, this position supervises, teaches and supports the children coming into Hope Cottage with their mothers.

**REQUIRED KNOWLEDGE, SKILL, ABILITY**

This is a hands-on ministry position that primarily works with children but may also serve guests and residents seeking life-change, emergency services and long-term life-transforming support.

The Ideal candidate will:

* Have experience working with underprivileged and/or special needs children.
* Be welcoming and encouraging both toward those we serve and those partnering with us
* Show honor and compassion to everyone from the most desperate person experiencing homelessness on the street, to business owners, heads of corporations, foundations, and donating partners
* Be comfortable working with a team from diverse backgrounds
* Be able to juggle competing demands and unexpected circumstances which may change priorities
* Have experienced in working with marginalized populations and their children
* Be able to make necessary decisions without supervision to maintain a safe and healthy environment for those we serve
* Be able to remain calm and peaceful while de-escalating situations
* Be able to maintain firm boundaries with people while still exhibiting support and grace
* Be comfortable using basic computer systems which includes the ability to read, write and to maintain guest and service records

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Coordinate and supervise children and program participants and other volunteers in the running of support services while Hope Cottage is open to the public.
* Maintain a safe and peaceful environment while Hope Cottage is open to the public
* Ensure that the physical spaces used by guests are clean and well stocked, specifically children’s spaces
* Directly refers guests to other services agencies in town
* Maintain records of guest stays and utilized services in a computerized system
* Assist donors, volunteers, teachers and other community partners inquiring about or serving at Hope Cottage

**SUPERVISORY RESPONSIBILITIES**

* This is not a supervisory position

**SPIRITUAL AND PHYSICAL REQUIREMENTS**

*Employees of Sunshine Rescue Mission & Hope Cottage choose to participate in our Grace Based environment:*

* Must be a Bible-believing Christian who chooses to model Christ-like attributes and values through personal actions, words, and attitudes.
* Agreeing in principle and practice with the Statement of Vision, Mission and Values of Sunshine Rescue Mission, Inc. of which Hope Cottage is a part.
* Maintain a safe, transparent and healing environment that is based on Grace, Truth and Love, and encourages trust and authenticity without fear.
* Building healthy and compassionate relationships while establishing healthy and safe boundaries.
* Maintaining a personal lifestyle of integrity, honesty and responsibility.
* Praying with guests/residents, students and staff.
* This is a physically active, demanding position that could require working some weekends.

***Sunshine Rescue Mission, Inc. is an equal opportunity employer. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.***