

Family Promise of Western New York (FPWNY)

Job Title: Children's Coordinator

Status: Part Time, 20 hours/week

Reports to: Youth Programming and Outreach Manager

Family Promise of WNY works alongside families facing homelessness to keep them together, providing housing solutions and tailored support to build lasting stability. One of our programs is a small-scale emergency shelter model, serving six families at a time in a very engaging, personal environment. Approximately 20 children reside in our shelter at any given time. Our Children's Coordinator is responsible for executing children's programming in the shelter during the weekday afternoons and on Sunday in collaboration with our Youth Programming and Outreach Manager. A successful candidate will have a background in children's education and a passion for creating engaging programs for under-resourced children.

Duties Include

- Coordinates our afterschool program with the Old First Ward After-School program for children in shelter on school days, overseeing enrollment, transportation, evaluation and tracking metrics
- Facilitates drop-in homework assistance for all children returning from school tailored to the individual learning goals of the children in our shelter
- Organizes a daily after-school snack for all children returning from school
- Manages an engagement activity in the shelter on weekdays between 5:00-6:00pm for children unable to participate in the Old First Ward Community Center program
- Facilitates children's programming during our Sunday engagement with community volunteers in coordination with our Youth Programming and Outreach Manager, including identifying activities, facilitating those experiences with staff or community volunteers and evaluating them for grant purposes
- Completes daily shift report and evaluation documentation
- Collects photographs of the children in our program for our photo bank
- Develops trusting relationships with families, utilizing a strengths-based, trauma-informed approach
- Communicates robustly with our team to assess our shelter needs
- Maintains bi-weekly meetings with the Youth Programming and Outreach Manager to schedule and evaluate children's programming in the building
- Complete other duties as assigned by the Director or Outreach Manager

Skills and other Qualifications

- A valid driver's license, a clean driving record and a comfort with transporting children in our company vehicle required
- Ability to pass several background checks
- At least a BA in children's education or equivalent experience
- Strong organizational skills
- Excellent communication skills for collaborating with team
- Experience working with diverse populations
- Compassion and patience for working with people in crisis
- Good character and judgment decisions, including displaying behavior appropriate to a mentor who works in close contact with children

Agency Expectations

- Complies with agency standards of conduct and professionalism
- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbook
- Is punctual and consistent in reporting for scheduled work shifts to assure coverage
- Maintains client confidentiality
- Ability to work in an alcohol and drug free environment.

Hours: 30 hours total

- Monday-Fridays 2:00-6:00pm

Compensation: \$21.00/hour

To Apply: Apply online on our website at www.fpwny/jobs