

SHELTER OF FLINT, INC.

Job Description

Position: Youth Program Facilitator (contractual – part time)

Work Hours: Monday through Thursday 6:30pm – 9:30pm, some flexibility when necessary

Program Overview:

- To provide educational and social enrichment services to children/youth in the shelter that will enhance their creativity and increase their learning capabilities.
- To engage children/youth in the shelter in life-skill activities that will assist in becoming well rounded individuals as they transition through life.
- To involve children/youth in the shelter in physical fitness exercises that will promote a healthy lifestyle.

Job Responsibilities:

- Provide a structured curriculum for the Shelter's Caterpillar Clubhouse youth program
- Create workshop topics that will provide educational and social enrichment
- Create workshop topics that will involve physical fitness and exercise
- Create sessions for young people to discuss and identify problems
- Coordinate sessions with weekly Girl and Boy Scouts programming
- Connect with community services and resources
- Supervise and interact positively with children
- Maintain the order, safety, and cleanliness of the facility
- Monitor age appropriate play activities with children
- Implement behavior modification techniques as needed
- Provide monthly program reports to immediate supervisor
- Provide tutoring services when necessary
- Other duties as assigned

Requirements:

- Minimum of two years professional experience in a related field
- Associate's degree in social work, child care development, activity therapy or related field preferred
- Computer proficiency, including Microsoft Office suite
- Ability to maintain accurate records
- Ability to compassionately understand the needs of a marginalized population and use that understanding to motivate your work.
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work, managing time effectively
- Ability to be discreet with confidential records and sensitive information
- Experience working in a team environment and desire to promote the outcomes of the team over self

To apply, please send cover letter and resume to careers@shelterofflint.org. Interviews are ongoing and the position will remain open until filled by a highly qualified candidate. Interested candidates are encouraged to apply by October 15, 2017.