

JOB DESCRIPTION

COORDINATOR OF CHILD AND FAMILY SERVICES

DEPARTMENT: Residential / Children's Program
REPORTS TO: Manager of Individual and Family Services
HOURS/STATUS: Full time/ Non-exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Coordinator of Children and Family Services will ensure a safe and engaging environment for clients and their children. The Coordinator of Children and Family Services performs any combination of the following duties when attending children in the designated area; observes and monitors play activities, reads, plays games, administers meals and snacks, keeps area and children clean and tidy. The position is responsible for ensuring that the mission and six guiding values of the Willow Domestic Violence Center is conveyed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, plan, coordinate and implement recreational activities and special activities for children and/or families.
- Manages activities in the Playroom for both the Shelter and Counseling programs including scheduling staff, volunteers and interns.
- Ensure that playgroups are open on time and operating safely, paying attention to the number of children participating.
- Provide planning supports, including safety planning, behavior modification, crisis intervention and skill development, as needed, with children and parents.
- Provide consistent, direct supervision to children attending playgroup or other activities, maintaining a safe and positive environment.
- Ensure that playrooms are cleaned and organized before and after use, and identifies any maintenance issues that should be brought to the attention of the facilities manager.
- Maintain documentation and statistics collection via the agency database; track and report other program statistics as may be needed.
- Attend and actively participates in all scheduled staff and supervisory meetings.
- Maintain inventory necessary for activities and playroom in general.
- Follow the activity planning job aid to ensure the proper and effective use of time and resources in the playroom for children and their families.
- Assist in the screening, training and hiring of staff, volunteers and interns used to support activities and events for youth and families
- Supervise and manage other Residential staff or volunteers assigned to the Playroom.
- Other duties as assigned.

REQUIREMENTS

EDUCATION

- Bachelor's degree or an equivalent combination of education and experience with coursework in child development, human services, counseling, social work or an equivalent combination of education and experience.

EXPERIENCE AND/OR TRAINING

- A minimum of one year experience with children of various ages. Residential experience and bilingual (Spanish) a plus.
- Minimum of one year of supervision experience required.
- CPR/AED and First Aid Certified or the ability to obtain within 60 days of hire.
- Enjoy children and have experience working with groups of children.
- Demonstrate competence in taking charge of children, have discretion when supervising play.
- Bring to this position maturity, responsibility, and a sincere interest in working with children.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.