



Job Description

Job Title: Children's Group Specialist - Temporary

Department: Residential Services

Supervisor: Children's Services Manager

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 0.8

Salary Grade: 204

Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and an anti-oppressions approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: Sand Point Housing is a permanent housing program for families exiting homelessness. The goal of the program is to provide a supportive, safe and empowering environment to help stabilize families. The Children's Group Specialist Temporary will work with children ages 0-12 at the Sand Point Lowry Center on weekday afternoons and evenings as well as some weekends.

Essential Responsibilities, Duties & Tasks:

- 60% Provide marketing, promotion, and implementation of summer youth experiences in conjunction with partner organizations. Review the summer programming and events calendar and support the coordination of events with Solid Ground staff and partners. Take the lead to ensure a safe, positive environment for all children.
- 25% Responsible for daily set up, clean up and preparing and serving summer meals and snacks. Take the lead in keeping a regular cleaning schedule to maintain the Sand Point Childcare room in safe and sanitary condition.

- 5% Provide direction and supervision of volunteers. Communicate openly with parents, volunteers and housing staff.
- 5% Adhere to Sand Point Housing Program and Solid Ground policies and procedures. Complete a CPR/First Aid training, and other training as needed.
- 5% Maintain records regarding usage of the center as requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires the following:

- a) Two years of direct social service experience, including at least one of those years being experienced serving low-income children, and youth.
- b) AA degree in child development/education or related field.

Minimum Qualifications:

- Be at least 18 years or older.
- Ability and willingness to work some evenings and weekends if special events are scheduled
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Excellent communication skills, both oral and written.
- Basic knowledge of computer software (Microsoft Word, Excel, Outlook and database systems)
- Current First Aid and Infant & Child CPR Certification.
- Negative TB test.

Desired Qualifications:

- Education/training in child development or related field.
- Experience supervising teens and/or parent volunteers.

Physical Demands/Working Conditions: This position works 75% of the time with residents, 15% preparing lessons, and desk work, and 10% of the time preparing food and cleaning. Work may be interrupted by the immediate needs of a resident in crisis. Position requires the employee to lift/carry 5-20 pounds frequently and push/pull 30-40 pounds occasionally. The position has the ability to sit/stand as needed. Position requires evening and some weekend coverage.

Hours & Compensation: This is a Temporary part-time (32 hours per week) union position, anticipated to last two months and **pays \$24.52 per hours**. Eligible for Sick/Safe Leave in accordance with the City of Seattle Ordinance and Washington State Law. Temporary staff members are not eligible for holiday and adverse weather pay.