



We're hiring Youth Services Early Childhood Support staff!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes!

Position Description

Mary's Place Youth Services Support staff works with children in Mary's Place shelters and our Kids Clubs. The early childhood program position supports youth services leadership in providing an outcome driven Kids Club experience in our Tots Zone for children 0-5. Staff is responsible for youth safety, well-being, and development through interactive play and other activities as directed.

Key Responsibilities

- Provide engaged presence and personal leadership to programs, activities, and services that prepare youth for success
- Create an environment that facilitates positive youth development
- Ensure a healthy and safe environment while maintaining facilities, equipment, and supplies
- Assist with planning, developing, implementing, and evaluating programs, services, and activities
- Collect and track Kids Club member attendance and behavior data
- Model mature work behaviors to ensure a productive work environment
- Ensure program areas are set-up and cleaned up on a daily basis
- Assist in facilitation of youth programming including developmentally based structured and informal educational games and activities
- Ensure confidentiality of membership data, school data, and other member information
- Affirm positive behavior and deliver coaching conversations and redirection when needed
- Assist outside agencies and volunteers that come in to Kids Club—determine specific volunteer activities and develop positive and encouraging relationships with all volunteers
- Provide crisis management and set appropriate limits as needed
- Drive Mary's Place vehicles as requested for program needs
- Submit reports to program leadership as directed
- Perform other duties as assigned

Qualifications

- High School diploma or two years in relevant work experience; some experience in social or homeless services preferred
- Experience facilitating activities for children ages 0-5
- Understanding of early child development principles, ability to motivate youth in a positive way
- Ability to model and guide youth in strengths-based problem solving and goal setting
- Demonstrated problem solving, conflict mediation and crisis management skills
- Self-motivated, mature, energetic, and able to maintain clear and healthy boundaries with club members, families and staff
- Resourceful, flexible, and possesses a positive attitude and sense of humor
- Strong, age appropriate communication skills
- Good stewardship of program supplies and materials
- Exhibits compassion and empathy; works well with families and children from all ethnic, social, economic, and sexual orientation backgrounds
- Ability and willingness to work a flexible schedule as needed
- Current CPR and First Aid Certifications or ability to complete within 30 days
- Must have valid Washington State Driver license

Details

This is a part-time position with some weekends, evenings, and holidays. Compensation is \$14-16/hour DOE. Mary's Place is an Equal Opportunity Employer.

How to Apply

Applications accepted until the position is filled. Please submit cover letter and resume to jobs@marysplaceseatle.org. No phone calls please. Only applicants that receive an interview will be contacted.

www.marysplaceseatle.org