



We're hiring Youth Services Support!

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

Position Description

This position supports Mary's Place youth services leadership in providing an outcome driven Kids Club experience in Tots Zone for children 0-5, games room, tutoring center, library, art room, Teen Zone, and other targeted programming areas. 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 for programs, activities, and services that prepare youth for success while creating 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
- Ensure confidentiality of membership data, school data, and other member information
- 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, but not limited to, homework focus and assistance, structured and informal educational games and activities, and technology education programs
- Assist in facilitation and delivery of High Yield Learning Activities
- Affirm positive behavior in members, 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 Coordinator 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 of all ages
- Understanding of youth development principles, ability to motivate youth in a positive way
- Ability to model and guide youth in strengths-based problem solving, goal setting and study skills
- 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
- Displays 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, current Washington state driver's license

Details

This is a part-time position with some weekends, evenings, and holidays. \$13-15/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 james@marysplaceseatle.org. No phone calls please. Only applicants that receive an interview will be contacted.

www.marysplaceseatle.org