



We're hiring a Youth Services Lead!

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! Valuing diversity and championing equity are core values at Mary's Place. Mary's Place is an equal opportunity employer with a culturally diverse work environment and a commitment to social justice.

Position Description

Mary's Place Youth Services Lead works with children in Mary's Place shelters and Kids Clubs. This position supports youth services leadership in providing an outcome driven Kids Club experience in a variety of areas including: 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 leadership in Kids Club 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
- Lead in planning, developing, implementing, and evaluating Kids Club programs, services, and activities
- Collect and track Kids Club membership information, attendance, and behavior data
- Provide feedback to, and work with, parents and guardians to encourage positive behaviors and address challenging behaviors presented in Kids Club
- 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, technology education programs, youth and family outings, and special events
- Assist in facilitation and delivery of High Yield Learning Activities
- Ensure confidentiality of membership data, school data, and other guest information
- Affirm positive behavior in members, and deliver coaching conversations and redirection when needed
- Assist outside agencies and volunteers that come in to the Kids Club – determine specific volunteer activities and develop positive and encouraging relationships with all volunteers
- Provide crisis management and set appropriate limits as needed
- Model mature work behaviors to ensure a productive work environment

- 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 youth, families, and staff
- Resourceful, flexible, and possesses a positive attitude and sense of humor
- Strong communication and documentation 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, current Washington state driver's license

Details

This is a full-time position with some weekends, evenings, and holidays. \$17-19/hour DOE. In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and competitive family rates
- Unlimited use ORCA pass for a small deduction per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program

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