



## **WOMEN'S AND FAMILY SHELTER CHILDCARE COORDINATOR**

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**Location:** Women's and Family Shelter

**Position:** Part-time, 25 hours/week; flexibility in hours may be necessary.

**Salary Range:** Undisclosed

**Travel:** Local Travel Required.

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would.

### **Are you the right person?**

Muskegon Rescue Mission Women's and Family Shelter Childcare Coordinator should have an understanding of homeless families and their needs. Must be willing to help children and families grow in their walk with Christ. Must maintain confidentiality of files, family dynamics and details. The Childcare Coordinator will act as an advocate and understand there may be a delay in development related to trauma and behavioral and social functioning.

### **You Love Working with Children**

You are committed to serving children and families in need. Ability to understand, enjoy and be comfortable engaging with children of all ages.

### **You're Compassionate**

You are able to feel and express sympathy and empathy for children and families to overcome difficult situations. Ability to work with a culturally diverse guest population.

### **You're a Great Communicator**

You are able to communicate effectively both oral and written with shelter guests, volunteers, co-workers and outside agencies. Establish appropriate boundaries.

### **You're Detail Oriented**

You will oversee field trips, schedules and shelter events for the children. You have great organizational skills and are able to multitask. You never skip a beat and you are in tune with all the minor details.

**Responsible For:**

- Sharing your faith in Jesus Christ and praying with shelter guests, volunteers and co-workers as opportunities arise.
- Providing physical, emotional and spiritual care for resident children, including discipline and instruction.
- Preparing and implementing Christian-centered curriculum and activities for children preschool through age 17 as needed.
- Supporting and mentoring mothers within the shelter family program through communication and various resources.
- Working closely with homeless school advocates.
- Ensuring the cleanliness and orderliness of all assigned facilities and equipment.
- Establishing and creating working partnerships with other agencies to provide programs and benefits to our shelter guests.
- Organizing and implementing an annual summer camp program for past and present resident children.
- Coordinating field trips and children's events.
- Any other tasks assigned by the supervisor.

**Required Knowledge and Skills:**

- High school diploma or equivalent.
- Must have educational background in early childhood development, or experience working with children.
- Minimum 3 years of childcare experience in a childcare setting such as a church nursery, babysitting and or school.
- Must possess a valid Michigan driver's license with a good driving record.
- Flexibility in hours will be necessary at times to meet staffing needs and or special events.