



Job Title: Children's Ministry Coordinator

Location: Crisis Shelter for Women and Children, Spokane

Status: Part-Time, M-F 8:30 a.m. – 12:30 p.m.

Responsibilities:

- Manage, schedule and train volunteers.
- Work with other UGM ministry sites to implement a consistent program.
- Model appropriate and consistent discipline practices.
- Plan daily, age-appropriate activities for children that include spiritual, academic, creative and fun components.
- Maintain inventory of resources, including all supplies and snacks.
- Regularly communicate with staff regarding childrens' status and progress.
- Engage with and build trusting relationships with mothers and children.
- Perform regular sanitation of toys and equipment.
- Set up for evening chapel.

Required Qualifications:

- Willingness to work in all areas of child care.
- Personal boundaries, interpersonal skills, and an energetic, uplifting personality.
- Previous child care experience.
- Basic computer skills.

Preferred Qualifications:

- Associate degree in child development or social work.
- Experience and proven effectiveness in helping women in crisis or recovery.
- Working knowledge of the parenting materials such as Circle of Security, Grace Based Parenting, and Love and Logic.

Compensation: \$13.50-\$15.54, depending on experience.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

HumanResources@uniongospelmission.org

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: 509-535-0315

uniongospelmission.org/employment