



Job Title: Children's Program Assistant

Location: Center for Women and Children, Coeur d'Alene

Status: Full time

#### Responsibilities

- Assist in planning and implementing a high-quality, Christ-centered program that specifically targets the basic needs of preschool and school-age children.
- Coordinate activities designed to support children's developmental progress and encourage spiritual growth.
- Respond to the physical and emotional needs of children of varying ages, in a loving, nurturing environment
- Work with Children's Program Coordinator to create parenting plans and help provide moms with educational support and guidance.
- Help oversee, train, and equip Children's Program volunteers.
- Deal with crisis management and conflict resolution in a Christ-like fashion.
- Interact with clients in the program without judgement while practicing healthy boundaries.

#### Required Qualifications

- Experience working with at-risk youth and families.
- Willingness to work some variable shifts to ensure coverage.
- Loving and nurturing spirit, with an ability to connect with children.
- Spirit of encouragement and a teachable attitude.
- Ability to work as a team member both in the Children's Program and with other staff.
- Basic computer and administration skills.
- Basic organizational and cleaning skills.
- Experience with the Trust-Based Relational Intervention model for working with children and youth from "hard places."

#### Preferred Qualifications

- Associate's degree or better in child development.

Compensation: Depends on experience

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

UNION GOSPEL MISSION  
Sue.Rima@uniongospelmission.org  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202