



Job Title: Children's Program Assistant

Location: UGM Women's Recovery at Anna Ogden Hall

Status: Full-time

Responsibilities:

- Respond to spiritual, physical, emotional, social and educational needs of children.
- Model consistent and appropriate discipline practices for parents and volunteers.
- Assist in creating and implementing a program designed to support children's developmental progress and encourage spiritual growth.
- Plan daily activities that include spiritual, academic, creative and fun components.
- Regularly communicate with staff regarding children's status and progress .
- Assist in equipping volunteers and associate staff to implement Children's Program.
- Assist in scheduling volunteers to cover all aspects of Children's Program.
- Keep records and documentation.

Required Qualifications:

- Associate degree or higher in child development or social work.
- 5+ years related experience, or equivalent combination of education and experience.
- Personal boundaries, interpersonal skills, and an energetic, uplifting personality.
- Basic computer skills.

Preferred Qualifications:

- Proven experience and effectiveness in helping women in crisis or recovery.
- Working knowledge of the parenting materials used at Anna Ogden Hall, which include *Circle of Security*, *Grace Based Parenting*, and *Love and Logic*.

Compensation: Depends 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, competitive wages 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