



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
- Provide high-quality child care in a loving, nurturing environment
- Assist in equipping volunteers and associate staff to implement Children's Program
- 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
- Build purposeful relationships with mothers and children
- Assist in scheduling volunteers to cover all aspects of Children's Program
- Keep records and documentation

Required Qualifications

- Associate's degree or better in child development or social work
- 5+ years prior related experience, or equivalent combination of education and experience
- Ability to follow instruction and willingness to work in all areas of child care
- 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: Hourly rate - \$13.50-14.52, 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