Children’s Program Associate Position

Founded in 1989 as Trinity Housing Corporation, Homeless No More works to end family homelessness by focusing on specific strategic initiatives developed to follow a family through the entire continuum of care: emergency services, transitional shelter, affordable housing and community building.

Its flagship program, St. Lawrence Place, has provided programs and temporary housing to homeless families with children since 1991 and is now seen as a national best-practice. Live Oak Place, a program of scattered-site affordable rental homes, provides safe, clean housing to families across Columbia and Richland County. Homeless No More also provides short-term emergency shelter for families through the Family Shelter.

Children’s Program Associate position reports to the Youth Program Coordinator. A Program Associate is responsible for assisting and supporting with the planning and preparations of day to day tasks of running the afterschool program (ages 5-12), children’s life skills (all ages), summer camp (ages 5-12) and other special programs. They must ensure the safety of all children in the program, and must be able to positively interact with families and volunteers. This position requires motivation, independence and the ability to work as a team. The Children’s Program Associate must be creative, flexible, and responsible, have a positive attitude and dedicated to supporting children and their wellbeing. Typical program hours are Monday-Friday (2:00-6:30) up to 25 hours per week. Childcare is provided two evenings per week, usually Monday and Wednesday. Some Saturday and Sunday hours will be required as needed for special events/fundraisers/field trips. In addition to the afterschool program, Homeless No More offers a full-day spring break camp, summer camp and other special days as needed for families.

Children’s Program Associate responsibilities:

- Provides responsive care to all children in the program by adapting care giving routines to the needs of the group or individual student.
- Ensures safety and well-being of all children.
- Provide active supervision while interacting with children.
- Plans and schedules educational activities as needed.
- Leads child centered activities as planned by children’s staff.
- Welcomes students, parents, and volunteers as they enter the building.
- Ensures students are properly signed in and out on a regular basis.
- Assists with hands on learning experiences and provides support to students during homework time.
- Helps maintain a safe and clean classroom environment.
- Provides support to students during homework time.
- Provides supervision to children of all ages for Children’s Life Skills program.
- Supports registration efforts of all programs under Homeless No More.
- Responsible for accurate documentation as required by job duties.
- Supports the use of literacy software program for the children enrolled in the afterschool program.
- Other duties as assigned.
- Nights, weekends and some Holidays are required.
Qualifications

Required
• High school diploma.
• 3-5 years’ experience working with children.

A plus
• Bachelor’s or Master’s degree in related field.
• Knowledge of homeless families and services.
• Experience in classroom settings and an understanding of trauma informed care.
• Understanding of social emotional competence and development in children.

Please submit resumes and cover letters via email to lstokes@homelessnomoresc.org.