

# CHILD ENRICHMENT COORDINATOR POSITION DESCRIPTION

**Organization:** Interfaith Hospitality Network of Greater Cincinnati  
**Position:** Child Enrichment Coordinator (Full-Time)

## Required Qualifications:

- Bachelor's degree in social work or related field.
- 1-2 years' experience working with children, youth and parents.
- Good working knowledge of child development and trauma.
- Experience working with homeless populations preferred.

## The ideal candidate will embody:

- Excellent written and verbal communication skills.
- Excellent computer skills (required proficiencies in Microsoft Outlook & Word).
- Commitment to serving those in need.
- Excellent problem solving ability.
- High degree of initiative.
- Genuine team player.
- Ability to maintain sense of humor in a high pressure environment.
- Ability to work with a culturally diverse staff and client base.
- Stellar organizational skills.
- Experience working with homeless populations is helpful.

## Summary:

Children experiencing homelessness are at greater risk than their stably housed counterparts of experiencing delays in development, trouble in school and problems related to behavior and social functioning. Homeless children are also more likely to have experienced trauma and its associated effects. The Child Enrichment Coordinator will act as an advocate and service provider, ensuring that children staying at the IHNGC emergency shelter have their needs recognized and addressed.

## Accountability:

Accountable to the Director of Operations

## Responsibilities:

- Screen all children under the age of 5 for developmental delays, provide their primary caregivers with the appropriate developmental, educational and medical referrals. Generate program reports, progress notes and other paperwork as appropriate.
- Maintain contact with schools, community resources and referral agencies. Act as an advocate for guests and their children across service settings. As member of services team, ensure children's needs are met as part of overall family case plan.
- Act as liaison to Project Connect and school system. Develop and supervise after school mentoring activities and homework assistance.
- Manage structured programming for children while their parents complete intake and at the end of each week day (3-5 p.m.) or as needed. Programming will be age appropriate and assist children in meeting developmental milestones.
- Utilize research and national best practices to develop robust, trauma-informed program that consistently meets established goals. Improve data collection processes to measure program success.
- Assist in establishing and executing parent training and soft-skills development with families.
- Track and report on child enrichment outcomes related to funding opportunities.
- Work with homeless service providers in community to share resources and develop integral partnerships to benefit IHNGC families.
- Recruit, screen and train volunteers to assist in the Child Enrichment Program. Supervise 40 trained and consistent volunteers.
- Represent IHNGC at community meetings and related workgroups.

- Attend weekly staffing meetings.
- Participate in weekly staff and service team meetings.
- Participate in weekly supervision meetings.
- Rotate weekly on-call duties with other staff.
- Assist in monitoring & coverage of Day Center office schedules & client traffic, as needed.
- Other duties as assigned.

**Hours:** 40 hours per week, Monday-Friday, 9am-5pm, some flexibility required.