**Live the Victory, Inc.**

**415 Mason Ct. #1**

**Fort Collins, CO 80524**

**Federal ID# 20-2894339**

**The Matthews House Community Life Centers**

**Position:** Children Activities Support

**Salary: $13.00/hour**

**Status:** Part-time, hourly.

Hours are assigned but are subject to cancellation or change based upon the number of children attending activities.

**Job Description:** Children Activities Support provides supervision and activities for children while parents are attending courses offered at a variety of locations within our community, including The Matthews House Community Life Centers (CLCs).

**SUPERVISED BY:** Children Activities Coordinator

**QUALIFICATIONS:**

* Individuals with excellent interpersonal skills who enjoy talking with people in a non-threatening environment are the best candidates for this position
* Experience with early childhood development
* Be independent and able to work without supervision
* Have transportation
* Be open and flexible with reasonable expectations about schedule changes
* Possess an openness to work with people from all walks of life and many cultures
* Excellent verbal communication skills
* Possess the ability to listen and quickly assess urgency for someone who might be in a crisis
* Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants
* First Aid and/or CPR certification is helpful
* Must be capable of lifting and holding children from infant to toddler age (weight varies depending upon age of child)

**DUTIES AND RESPONSIBILITIES:**

* Provide supervision and activities for children when their parents are participating in classes at the CLC.
* Build relationships with children ages 0-12.
* Communicate with parents and caregivers about progress or needs
* Be willing to fill in for open sub shifts as available

**SPECIAL REQUIREMENTS**

Candidate must possess the leadership qualities and personal characteristics necessary for working with youth and families coming from generational poverty. Must be able to provide own transportation to agency-related functions throughout Larimer County. Candidate must possess good moral character.

***We are looking for availability on Wednesday evenings from 5:45-8:15pm.***