

Live the Victory, Inc.  
415 Mason Ct. #1  
Fort Collins, CO 80524  
Federal ID# 20-2894339



## EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

### The Matthews House Community Life Center

**Position:** Children Activities Support

**Specific Need:** Hourly, as needed. Hours will be assigned, but are subject to cancelation or change based upon the number of children attending activities. [Three to 10 hours/week, as needed]

\*\*We're specifically looking for availability on evenings and Saturdays (Fort Collins and Loveland).\*\*

**Job Description:** Children Activities Support provides structured 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:** Education and Enrichment Director

### 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 a variety of human service agency staff and with people from all walks of life and many cultures
- Excellent verbal and written 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 structured activities for children when their parents are participating in classes at the CLC.
- Work with the Family Transition Facilitators or other professionals who refer children and youth
- Communicate with parents and caregivers about progress or needs
- Perform other duties as assigned
- Must be able to work evenings and/or weekends

## **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, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.