



**Reports to:** Program Director

**Compensation:** \$18.00-\$19.25/hr plus benefits\*

**Hours:** Part-Time (12-15 hours/wk); some flexibility with specific days & hours; some nights and weekends required; \*benefits for part-time employees include paid sick leave, vacation, and spiritual day

### Description:

Single Parent Provision (SPP) is seeking a mission driven professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The Children & Youth Coordinator serves as the leader, administer, and advocate for all children and youth aspects of Single Parent Provision programming. This position will oversee our Break Time program as well as children and youth programming for our workshops, classes, groups, and events. Through this position and the programming they are responsible for, children of single parents will experience being deeply loved through purposeful programming with their interests in mind. The qualified candidate will have a heart for children and youth, eager and equipped to pour into their lives and disciple their hearts, and experienced and knowledgeable about effective ways to do so.

### Responsibilities & Expectations:

- Programming:
  - Ensure the heart and vision of SPP children and youth programming is adhered to and achieved
  - Plan, prepare, and execute curriculum and activities for all children and youth programming
  - Create a welcoming, grace-filled, healthy boundary environment for all
  - Ensure best practices and procedures are defined and adhered to
  - Engage purposefully with children and youth participants and lead volunteers to do the same.
  - Intentionally pray for the children participating
  - Adhere to approved budgets working to reduce costs whenever possible and heavily utilizing existing resources and in-kind donations
- Volunteers:
  - Cultivate relationships with volunteers who desire to invest in children and youth
  - Develop ongoing volunteer ownership opportunities
  - Secure volunteers for children and youth programming
  - Organize volunteer appreciation and training efforts
  - Effectively communicate and provide direction to volunteer teams

### Qualifications & Skills:

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; Single Parent Provision; its staff and volunteers; and its mission, vision, and values
- Strong desire to invest in children and youth and minimum two years experience doing so
- Must be reliable and take ownership of responsibilities
- Demonstrated ability to cultivate relationships with various people groups
- Strong organization and communication skills both written and verbal
- Ability to make necessary adjustments to adapt to changing environments
- Ability to anticipate potential issues before they arise and create solutions to avoid them
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Self-starter able to work independently with limited direction and collaboratively with a team
- Must be in agreement with, sign, and abide by SPP's statement of faith

### To Apply:

Qualified applicants are encouraged to apply as soon as possible but no later than **March 19<sup>th</sup>**. Interested parties should send 1) letter or email of interest including a description of their faith and 2) resume to [employment@singleparentprovision.org](mailto:employment@singleparentprovision.org). References (including one pastoral reference) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.