

# Volunteer Services

## VOLUNTEER POSITION DESCRIPTION

**TITLE:** Child Care Aide

**SUPERVISOR:** Children's Program Case Manager

**PROGRAM:** The *Transitional Housing Program* provides homeless women and their children with a safe, supportive place to stay as they participate in life skills training and stabilization services that prepare them for employment and stable housing in the community. Child centered programming and family enrichment activities, provide through the Children's Program, help promote healthy child development and empower the family unit.

**PURPOSE:** To assist staff in facilitating a child care program for children of women in the YWCA's Transitional Housing Program. Help coordinate programming for children while mothers attend job and life skill workshops.

### RESPONSIBILITIES:

- Assist staff in preparing, implementing and leading age appropriate activities in a safe atmosphere that promotes caring, fun, and learning.
- Assist with set-up, clean-up, serving snacks, and breaks.
- Provide individual attention to children in the program.
- Agree to mandated child abuse reporting guidelines.

### QUALIFICATIONS:

- Have previous experience caring for children and the ability to be flexible with their individual and special needs.
- Able to relate to children of diverse socio-economic and cultural backgrounds.
- Be a positive role model for children.
- Be able to work as part of a team and one-on-one.
- Dependable and reliable.

### BENEFITS:

- Experience working with children of all ages.
- Increased awareness of issues surrounding homelessness.
- Develop skills relating to children undergoing transitions or crisis.
- Documented volunteer experience.
- Experience working with a non-profit agency.

**SITE:** Transitional Housing Program Sites in St. Paul.

### COMMITMENT:

- Minimum 3-month commitment. Flexible schedule, 2 hours per week
- Tuesday (6:00-7:00 p.m.) and Thursday (6:00-8:00 p.m.) evenings

**CONTACT:** Volunteer Specialist  
(651) 265-0701  
volunteer@ywcaofstpaul.org