

# open position

## CHILDREN'S SERVICES ASSOCIATE

<b>COMPENSATION</b>	\$17.50/hr + \$1.00/hr bilingual premium if applicable + Full Benefits
<b>PROGRAM</b>	Hamilton Shelter Program 260 Golden Gate Avenue, San Francisco, CA 94102
<b>REPORTS TO</b>	Children's Services Coordinator
<b>WORK SCHEDULE</b>	Monday and Thursday, 11:30 am- 8:00 pm Tuesday and Wednesday, 9:30 am- 6:00 pm
<b>STATUS</b>	Full-Time
<b>CLASSIFICATION</b>	Non-exempt
<b>UNION REPRESENTATION</b>	YES – OPEIU, Local 29; initial fee + monthly dues

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### Hamilton Families

Our mission is to end family homelessness in the San Francisco Bay Area. Established in 1985, Hamilton Families is San Francisco's leading service provider to homeless families, with carefully designed programs to prevent homelessness, provide shelter and stability, return families to permanent housing and support the well-being of children experiencing homelessness. We currently operate these programs across four sites in San Francisco and Oakland. For more information, visit [www.hamiltonfamilies.org](http://www.hamiltonfamilies.org).

### Program and Position Overview

Hamilton Families Shelter Program in the Tenderloin provides a safe place to sleep, three meals a day and critical social services to 50 families a night (about 150 individuals) for up to six months. The program provides emergency beds for families in immediate crisis and private rooms for families on the city's shelter waitlist. Participants receive comprehensive support services that include case management with referrals and linkages to community services and benefits, employment and life skills training, access to basic health services, children's services, three meals a day, and innovative and direct assistance in securing permanent housing.

The **Children's Services Associate** is responsible for planning, organizing, and leading a wide variety of activities for children ranging in age from infancy to teens.

## Primary Duties and Responsibilities

- Supervise children's activities including playtime, snacks, tutoring, arts and crafts and field trips.
- Set up and clean up after children's program activities, and maintain high safety and cleanliness standards in program.
- Work with Coordinator to develop and facilitate children's and volunteer events and activities.
- Assist the Coordinator in outreach to potential new volunteers.
- Assist the Coordinator in contacting volunteers and maintaining communication with volunteers regarding Volunteer Program needs.
- Consistently evaluate children's program activities and provide feedback to the Coordinator.
- Observe children's program volunteers and assist the Coordinator in evaluating their performance.
- Maintain communication with families regarding opportunities for children within the program and within the community.
- Model and facilitate appropriate behavior for participants and staff, respond to participant requests in a professional and courteous manner, and observe and adhere to participant confidentiality standards.
- Respond appropriately to emergencies, including contacting appropriate staff and supervisor(s), interacting with police, fire and medical personnel as needed.
- Actively participate in staff development and staff training as required.
- Participate in coordinating and overseeing the afterschool program, including providing transportation, leading activities and homework help, and supporting children academically, socially and emotionally.
- Participate in weekly case review and other meetings.
- Assist in coordinating partnerships and on site programming.
- Capture participants data on salesforce.

## Qualifications, Skills and Abilities

- High school diploma or GED required; Bachelor's degree preferred, with a concentration in education, child development, social services, or a related field.
- 12 core semester units in early childhood education / development or must meet alternate California Community Care Licensing requirements for School Age Teachers. More info available here: [www.cclcd.ca.gov](http://www.cclcd.ca.gov).
- Prior experience with children and/or families in an afterschool, classroom or preschool setting preferred.
- 6 months experience in any of the following:
  - Licensed childcare
  - Teacher assistance in Elementary/Middle school
  - Paid or volunteer work in school guidance or counseling programs
  - Paid or volunteer work in Physical Ed or youth development
  - Paid or volunteer work experience in human services
- TB (Tuberculosis) clearance, and fingerprint imaging (Criminal Background Clearance and Child Abuse Index Clearance) required post offer.
- Driving License & DMV Report required
- Sensitivity to the needs of homeless families; able and willing to work with diverse staff and clients.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office applications including Word, Excel, and Outlook, etc.
- CPR and First Aid certification required within first 6 months of hire.
- Essential job functions include using a telephone, working at a standard computer terminal; ability to follow reasonable ergonomic accommodations; sit and stand for long intervals; reach, bend, lift, and carry up to 40 pounds depending on position; and walk up and down stairs several times a day.

## Compensation and Benefits

Hamilton Families offers a competitive wage and benefits package that includes employer-paid major medical and dental coverage, life and disability insurance, an employer-contributed retirement plan, and generous paid vacation, sick, and holiday leave.

## Application Procedure

- Apply via Hamilton Families' ADP Career Center:  
<https://hamiltonfamilies.org/get-involved/work-with-us/>
- **Attach your (official or unofficial) transcript, résumé, AND a brief letter of interest.**
- No faxes or phone calls.
- Hamilton Families is an Equal Opportunity Employer.