



## JOB DESCRIPTION

**Position Title:** Children's & Volunteer Program Assistant  
**Program/Dept:** Project Potential - Hamilton Family Residences & Emergency Center  
**Reports to:** Children's & Volunteer Program Coordinator  
**Classification:** Regular, Full-Time, Non-Exempt position  
**Salary:** \$12.50/hour + Full Benefits Package

The mission of Hamilton Family Center is to break the cycle of homelessness and poverty. Through a Housing First approach, we provide a continuum of housing solutions and comprehensive services that promote self-sufficiency for families and individuals, and foster the potential of children and youth.

Hamilton Family Center services include HFREC; the largest emergency shelter and THP the largest transitional housing program for families in San Francisco; the Dudley Apartments, a permanent supportive housing site for families and individuals; First Avenues, our innovative rapid re-housing and homeless prevention program; Project Potential, our services for children and youth; and Myhousing.org, our affordable housing, homeless prevention and community banking website.

### ***Primary Duties and Responsibilities (other duties may be assigned):***

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- Provide a safe, secure, and caring environment for youth participating in program.
- Supervise activities for youth ages 1 year to 18 years, including, but not limited to, free play, snack, tutoring, recreational activities, educational activities, and field trips.
- Work with Coordinator to develop and facilitate Children's and Volunteer events and activities, including developing age-appropriate activity plans, obtaining supplies, creating and posting schedules and event flyers, and researching activities and community resources and/or partnerships.
- Set up and clean up after children's program activities and maintain high safety and cleanliness standards in program.
- Help maintain playroom equipment and materials. Sanitize equipment and toys and organize program materials and clothing closet as necessary.
- Assist with the maintenance of a variety of records (e.g. program participation, volunteer hour tracking, and children's intakes).
- 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.
- Assist the Coordinator in providing first day orientations to volunteers and continuously observe and provide guidance to Children's Program volunteers and assist the Coordinator in evaluating their performance.
- Maintain communication with families regarding opportunities for youth within program and within the community. Prepare flyers and assist Coordinator with outreach and program enrollment for these activities.
- Regularly communicate with parents about children's progress and performance in playroom.
- Maintain and promote the cooperative, harmonious, teamwork environment HFC strives to promote within the workplace.
- Actively participate in staff development and staff training as required.

- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

***Qualifications, Skills & Abilities:***

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- Bachelor's degree, in education, psychology, child development, social services or related field highly preferred; relevant work experience with youth may be substituted for formal education.
- Experience working with children, youth or families, preferably low income or high risk;
- Ability to work with diverse populations in multiple settings;
- Supportive, patient, responsible, energetic and a team player.
- Strong written/oral communication skills; computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook, etc...);
- Ability to assess emergency situations and react in an appropriate manner including the ability to access medical / social services in the community;
- Essential functions of the position may require use of a telephone, work at a standard computer terminal and the ability to follow reasonable ergonomic recommendations, stand for long periods, reach, lift and carry 40 pounds.
- Position subject to Criminal Background Check and Live Scan Fingerprinting through the California Department of Justice (post-offer).
- Position requires routine TB (Tuberculosis) testing and documentation (post-offer).
- A valid CADL, and clean driving record preferred; Able and willing to travel locally as needed.

***Application Procedure:***

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Please identify position code "**CPA-260**" in order to be considered for this position. Also, in order to be considered a formal applicant you must send 1) your resume and 2) a letter of interest to:

- Email: [jobs@hamiltonfamilycenter.org](mailto:jobs@hamiltonfamilycenter.org) – identify the position code in the header of your email
- FAX: 415-358-5761.
- **No phone calls please.**

*Due to volume of resumes received, only applications submitted via email will receive an acknowledgement indicating receipt.*

***Hamilton Family Center is an Equal Opportunity Employer  
This position is represented by OPEIU, Union Local 3***