



Job Description: Activities Coordinator

Vision Statement: Our **Vision** is to see Jesus Christ transform lives through the fulfillment of our mission, which is “to rebuild, renew and restore lives of women and children hurting from domestic violence along with drugs and alcohol addiction.”

Position: Activities Coordinator

Department: Shelter & Recovery Program Center, On-Site

Responsible To: Executive Director, cooperative with Program Director

Status: Full Time, 32+ hrs./wk. M-F, Non-Exempt (occasional Weekends and Evening scheduled as needed)

Description Summary: To assist with and contribute to fulfilling the vision and mission of SHOH by the coordination of activities as directed, including intermittent care for resident toddlers. To support the faith-based recovery program guidelines as related to SHOH.

Responsibilities:

- Work with leadership to execute activities for children based on mom’s case plan, which include:
 - Daily enrichment activities with resident children, until outside care/program is established.
 - Create routine activities for children, cooperative with case plan.
 - Research and inform program leadership of community/church activities for child enrichment.
 - Support mom’s case plan for children to receive outside services, as needed.
 - Support moms, as needed, to enroll children in daycare or school and set up transportation.
 - Support mom’s case plan with school conferences/activities, as needed.
 - Assist moms by supporting age-appropriate boundaries and behaviors with child(ren).
 - Support mom with servant leadership and grace-based parenting encouragement, as needed.
 - Teach Parenting Class curriculum, only as assigned.
- Support recovery program by coordinating special events/outing for Holidays, Celebrations, Open House, Volunteer group projects, and other special activities.
 - Coordinate and provide transportation for program related events/outings.
 - Recruit team members to help with events/outings/transportation, as needed.
 - Monitor outing/activity/event spending to remain within budget.
 - Provide coordination and planning of Volunteer and Volunteer Group Activities on campus.
- Other Support duties, as assigned.

This Job Description provides a list of responsibilities that is representative of routine activities. This is not an exhaustive list of employment responsibilities.

Requirements:

- Demonstrates a committed relationship with Christ, including regular church involvement.
- Demonstrates appropriate behaviors and character traits of a Christian, including accountability and personal growth.
- Demonstrates passion in service to the demographic served at SHOH.
- Agrees with and can sign the Shirley’s House of Hope Statement of Faith attached.
- Must pass a criminal background check.
- Ability and willingness to cover occasional evening, overnight, or weekend shifts.

Education/Experience:

- An associate degree in early childhood or social work, with experience, is preferred.
 - o A certificate in early childhood education with 2+ years’ employment experience, is considered. *Must provide documentation to be considered.*
- Experience with service-oriented employment, working cooperatively with a team, is required.
- Scheduling activities, event planning, computer and data entry experience is preferred.

Skills and Abilities Needed:

- Strong people and communication skills in classroom and 1:1 environment(s).
- Working knowledge of documenting case notes through Word or Excel programs.
- Ability to take initiative, work independently and cooperatively in a team environment.
- Ability to lift 20+ pounds.
- Ability to drive a 15-passenger van.
- Familiar with or ability to learn Love & Logic, and other grace-based guidance techniques with children.

Benefits:

- Starting wage commensurate with education and experience. OT is paid for weekly labor over 40 hours. Wage range is \$15+/hr. to start. Annual increases are based on performance and reliability.
- Two weeks of annual PTO available after one year of service.
- Five PSL days are available after a successful introductory period (90-days) review.
- A small office atmosphere where team members experience personal dignity and respect.
- Coaching with sound, faith-based guidance, and direction by SHOH leadership.
- On the job orientation, training, and support provided to effectively meet expectations.

By my signature below, I state that I have received a copy of this job description and have reviewed the terms and have been provided the opportunity to review any questions with leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

SHOH’s Statement of Faith is continued on the next pages.

STATEMENT OF FAITH

Shirley's House of Hope (SHOH) is committed to the proclamation of the Gospel in this ministry as we obey Christ's command in The Great Commission. Our faith is founded in Judeo-Christian traditions. Therefore, all employees of SHOH are committed to the following:

1. We believe in the verbal, plenary, inspiration of the Bible. We believe His word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
2. We believe in the One True God expressed as Father, Son, and Holy Spirit: eternally existent.
3. We believe in God the Father, Creator of Heaven, and Earth; Sovereign over all.
4. We believe in God the Son—God manifest in flesh—the Lord Jesus Christ, the world's only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, and His imminent personal return in power and glory.
5. We believe in God the Holy Spirit, who convicts the world of sin, regenerates all believers, indwells them, and enables us to live holy lives of witness for our Lord Jesus Christ.
6. We believe in the sinfulness of humankind. We believe that mankind is born separated from God and is subject to His eternal wrath and condemnation because of sin.
7. We believe in the salvation of everyone who confesses their sins, accepts God's forgiveness, and believes that Jesus is Christ the Lord. Salvation is provided freely by God's grace through the shed blood, sacrificial death, and bodily resurrection of our Lord Jesus Christ. Salvation is not obtained by our own works but is evidenced by good works once we receive this gift.
8. We believe in the bodily resurrection of all the dead: believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
9. We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve in the church and be accountable to the church.
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
11. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

12. We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one’s biological sex or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
13. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry.
15. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

By my signature below, I state my commitment to uphold this Statement of Faith, that I have received a copy of this document and that I have been given the opportunity to discuss any questions or concerns with the leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

This is the end of your primary job description. Please take note of any additional pages, as described in this Job Description, if applicable.