

The Tacoma Rescue Mission is: A Christian faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE.

We are currently seeking to fill a part-time Elementary-Age Specialist position within our Youth Program. Please send application, cover letter and resume to Katie. For more information, visit our web site at www.trm.org

Rescue Mission Purpose, Vision and Value Statement

The Rescue Mission is a Christian non-profit organization that exists to offer God's help, hope, and healing to the most impoverished members of our community. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

Job purpose

Build relationships with families living at The Rescue Mission by offering a safe and supportive environment for youth to engage and interact. Develop and implement youth programming, which will emphasize academic progress, life skills, wellness, and social-emotional learning. Support all youth programming as needed, with a focus on K-5th grade. Promote safety of families, quality of programs and appearance of facilities at all times.

Qualifications

- AA or BA degree in Social Services or related degree preferred
- Two years' experience directly related to youth grades K-5th
- Experience working with low-income, diverse populations preferred
- Knowledge of developmentally-appropriate activities
- Ability to work as a member of a team inspiring trust and speaking truth
- Demonstrate adaptability and patience— able to work well under pressure, reframe conflict, and de-escalate in stressful situations
- Ability to multi-task
- Show strong organizational and administrative skills
- Ability to build relationships with individuals and organizations within the community
- Effective skills for mentoring, coordinating, and supervising students and volunteers in an educational setting
- Maintain professional boundaries and confidentiality
- Proficient computer skills

The Rescue Mission is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, the presence of any sensory, mental or physical disability, or use of a trained guide dog or service animal by person with disabilities, or any other bases prohibited by applicable federal, state or local laws.

- Effective written, verbal, and electronic communication skills
- Effective listening skills and problem-solving techniques
- Basic math and grammar skills
- Operate printer, copier, fax, scanner, telephone, craft equipment/supplies, 15-passenger van
- CPR/First Aid Certification, Food Handlers Card
- Valid WDL, good driving record, proof of insurance, pass internal driving test
- Pass an extensive background check

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

Team Work

- Work as a member of the team to:
 - help establish youth department strategies, policies and priorities
 - advise Youth Program Manager in all matters pertaining to the youth program
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Meet parents of new participants and check-in on an ongoing basis. Obtain youth intake paperwork.
- Meet with students on a regular basis, at school or in out-of-school time.
- Develop, plan, and implement safe and appropriate youth program curriculum and activities. Maintain records of curriculum and program design.
- Update parents and students on youth programming, including creation and distribution of calendars.
- Record attendance hours and demographic data. Complete daily and monthly outcome/output reports for elementary-age programs and volunteers.
- Work with the family, school, and TRM staff to address student progress and school attendance, on a case-by-case basis. Identify student needs and connect to appropriate resources and providers.
- Complete student assessments for internal use and track progress.
- Network and partner with other agencies working with youth within the community.
- Develop and supervise relationships with volunteers and interns, fostering a mutually beneficial experience.
- Coordinate and collaborate with TRM staff.
- Facilitate Youth Program policies and support all youth programming as needed.
- Operate Rescue Mission vehicles in accordance with TRM Policies.
- Assist in cleaning and supplying Youth Program facilities.

- Provide data, photos and anecdotes for social media and grant-writing/reporting.
- Perform other duties as requested by the Youth Program Manager.

Working conditions

Office environment, on your feet several hours a day. Require valid WDL with some travel between Mission sites and locations in the community. May be required to be outdoors in inclement weather and work irregular hours in order to coordinate activities for the youth.

Physical requirements

Speak, listen, mobile, run, walk, climb stairs, travel between locations, lift/carry up to 25 lbs, light custodial duties.

Direct reports

None