



## **Recreational/Childcare Specialist**

### **Position Summary:**

The Recreational/Childcare Specialist will work under the supervision of the AWRC's Social Work Supervisor. The Recreational/Childcare Specialist will provide crisis intervention services to survivors of intimate partner violence and their families. The Recreational/Childcare Specialist will be expected to learn and integrate a trauma-informed, client-centered approach in working with clients and will support members of the Social Service staff in providing services for parents and children. He/she provides childcare services (including infant and toddler care) when needed and actively engages with the families. The Recreational/Childcare Specialist will develop and implement an appropriate curriculum for childcare and recreational programs to ensure that education and supportive services are provided in a structured environment. This position will require in-person interaction with families.

### **Responsibilities:**

- Develop and lead structured group recreational activities for families and children, including but not limited to sports, arts and craft projects, family game nights, movie nights, trips to parks and museums, and other educational experiences.
- Develop education and recreational activities during summer and vacation periods for children and families, including planning and organizing summer camp activities.
- Develop after-school programming and assist children with the completion of homework and provide a literacy-enriched environment for all children.
- Attentively caring for infants, toddlers, and school-age children, including engagement, feeding, diapering, and maintaining a clean and welcoming environment.
- Observe the behavior of children and report concerns and/or needs to appropriate staff members.
- Encourage and assist parents to coordinate and implement their ideas for educational and recreational activities.
- Actively supervise and engage with children while their parents are receiving services onsite or out in the community.
- Identifying resources and making referrals for parents and children to appropriate educational, recreational, and childcare service providers in the community.
- Manage and organize the inventory of supplies and other materials located in AWRC's recreation room.
- Assist the residents in finding a permanent childcare placement and enrollment.
- Monitor the inventory of and distribute school supplies.
- Provide administrative support in the areas of office coverage and answering the phone.
- Maintain logbook as assigned.
- Prepare written reports on all group activities.
- Pick up children from school when necessary.
- Conduct hotline pre-screenings, and intake assessments with potential residents in the absence of the Case Manager and Housing Specialist.
- Perform data entry into the shelter referral and placement system (SORTs) when required.
- Participate in staff meetings, case management meetings, and relevant training and seminars.
- Assist in the daily operations of the shelter and other duties as assigned.

**Allen Women's Resource Center**

P.O. Box 340316  
New York, NY 11434  
(718) 739-6200



**Qualifications:**

- High school diploma plus two (2) years of relevant training and experience, including experience working with children and in Human Services; or an associate's or bachelor's degree in a related field (Social Work, Human Services, Education and Childcare, etc.) is preferred.
- Ability to maintain appropriate professional boundaries with residents and staff.
- At least two years of prior direct service experience in a social service setting is required.
- Experience working with survivors of intimate partner and family violence and other victims of crimes preferred. Must demonstrate sensitivity towards understanding victimization, specifically the experiences of survivors of intimate partner violence.
- Able to work a flexible schedule that can include evenings, weekends, and holidays.
- Strong verbal and written communication and organizational skills.
- Knowledge of Microsoft Office, specifically Word and Excel.
- Ability to work under pressure in a calm and reassuring manner.
- Bilingual (English/Spanish) is a plus.
- Must be a team player.

**Program Type:** Full-Time (Hours: 12:00 p.m. – 8:00 p.m)

**Salary:** \$19.00 per hour

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