

# HOMELESS FAMILY CENTER



## *Children's Helping Hands – Job Description*

**Overview:** The parents of our children attend mandatory Life Skills Classes every Monday, Tuesday, Wednesday and Thursday evening from 6:45-8:00 pm. Helping Hands are needed to care for their children during these times.

**Function:** Helping Hands will assist in one of two areas, based on the ages of the children.

- One Helping Hands group will assist school-aged children with projects assigned by the Children's Program Manager. These projects are based on life skill, self-esteem, and enrichment themes, but are designed to be fun.
- Another Helping Hands group will assist with children under the age of five years old.

All Children's Helping Hands will supervise the safety of the children, and give loving, positive direction as needed.

**Time Required:** (1½ hours each week) Helping Hands are asked to commit to the same evening each week in order to provide continuity for the children and the HFC staff. Helping Hands are also asked to commit to missing only one week, per quarter (with the exception of illness, emergencies, etc.) Without our Helping Hands, we cannot offer our adult classes so WE DEPEND ON YOU.

**Supervision Received:** The Children's Program Manager will supervise the Children's Helping Hands. Helping Hands are **not** expected to change diapers or take children to the rest room. If this need arises, or there are any other questions or concerns during the evening, HFC staff will be readily available to assist.

**Tasks/Activities:** Helping Hands service includes:

- Distribute, instruct and assist children with the evening's project assigned by the Children's Program Manager
- Care for and play with infants, toddlers and children under the age of five
- Assure the safety of each child - making sure no child leaves the supervised area, no standing on furniture, etc.

**Experience & Training:** Helping Hands will receive training by the Children's Program Manager, HFC staff and other Helping Hands

**Qualifications/Skills Required:**

- Must be at least 18 years of age; anyone under the age of 18 MUST be accompanied by an adult while volunteering here at the center. (A background check has to be processed on the adult that will be accompanying the volunteer)
- Must have patience, flexibility, a love for children from all walks of life, be non-judgmental, be understanding & offer loving and positive direction
- Must have BEEN a child at some point
- Must complete a Helping Hands Application, Confidentiality Statement and Background Check Information Form. Background checks must be done for all Helping Hands

**Benefits:** You will be helping the Homeless Family Center accomplish their mission:

**"To provide opportunities for homeless families to end homelessness by achieving self-sufficiency through education, living wages, and permanent housing."**

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