

**A SAFE PLACE  
LAKE COUNTY CRISIS CENTER**

**Youth & Children Enrichment Coordinator**

The Youth & Children Enrichment Coordinator is responsible to provide quality educational and cultural programming to children, youth and their parents who have experienced domestic violence. Position reports to the Director of Shelter, and works closely with all programs.

A Safe Place is a recognized 501(c)3 listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Schedule Sun-Thurs 11am-7pm (10am-6pm during summer)

*Position is located in Waukegan, IL*

**RESPONSIBILITIES:**

- Provide various enrichment opportunities to increase self-esteem and self-confidence as activities encourage youth and children to explore skills and talents that may be untapped. This includes, but is not limited to, art, music, dance and poetry.
- Work with custodial parent of children served, helping to reinforce skills and encourage buy-in from all members of the family.
- Facilitates workshops and activities with children/adults and families.
- Develops both educational and extra-curricular curriculum for both children and adults.
- Provide child care for workshops and trainings.
- Expected to achieve and maintain 70% direct client service hours.
- Travel required to and from shelter, hotels and other locations within area; must have means to reliable transportation.
- Cross trained to assist shelter advocates on the emergency crisis line when needed.
- Ensure client records are documented and maintained according to agency and best practice guidelines. This includes the coordination of the data entry of required documentation and appropriate databases, as well as insuring client data is provided to the Leadership team as requested.
- Required to complete IM+CAT training and pass certification exam.
- Attend and participate in staff meetings, supervisors' meeting, case management and other training and meetings as requested.

- Work as a team player in the organization.
- Perform all other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Arts and Sciences or closely related field.
- 3-5 years experience working with youth and children
- Possess excellent interpersonal, verbal, and written communication skills necessary to develop strong networking relationships and collaborate effectively & efficiently with shelter advocates.
- Ability to be flexible with schedule hours. Schedule is Sun-Thurs, with hours being 11am-7pm/12-8pm during school year and 10am-6pm during summer & winter break.
- Provide education to staff and the public on programs or curriculum.
- Excellent planning skills to develop new programs and manage existing services.
- Ability to work independently and as a part of a team.

Ability to accept, to understand, and to relate sensitively to people of varied socio-economic, racial, cultural, gender preference, sexual preference and experiential backgrounds.

A commitment to the philosophy and program of A Safe Place, which includes a commitment to survivor's and children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.