



Job Description/Announcement

Position: TAKE A BREAK (TAB) GROUP LEADER

Responsible To: TAB Program Coordinator (Misti McInteer)

Location: Grace Lutheran Church, 2225 Washington, Lincoln NE

Hours: First two Fridays of each month, starting on February 7th from 5:30 p.m.-10:15 p.m.

Organization: The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Steeped in history, YWCA Lincoln has been a leader and driving force for human empowerment in the Lincoln community since its founding in 1886. The enterprise that now serves more than 5,000 persons each year began with twelve couples who wanted to provide protection for women and aid them in achieving self sufficiency.

Summary: Responsible for facilitating recreation and educational activities to ensure a safe and fun experience for assigned groups of children at the Take a Break Program. Take A Break (TAB) is a respite and child abuse prevention program that meets the first two Friday evenings of each month. TAB serves families in stressful situations by providing relief from the ongoing responsibilities of caring for loved ones with behavioral, medical or physical challenges. Respite services are offered to parents, other relatives, foster parents, adoptive parents, or guardians of children who, due to their children's challenges, experience higher levels of parenting stress that can lead to abuse and/or neglect.

RESPONSIBILITIES:

Ensure program environment and activities are satisfactorily completed.

Communicate positively with parents/guardians and with other staff and volunteers. Communicate with families about their children's progress and strengths.

Assist in keeping environment in the rooms tidy, clean and equipped with supplies. Help with set-up and clean-up.

Assist in ensuring the safety of children by providing appropriate supervision.

Maintain professional attitude and loyalty to the program at all times, maintaining highest standard of confidentiality.

Report to the TAB Coordinator any concerns or observations that may need to be reported to parents.

Maintain and keep organized the equipment and supplies. Inform TAB Coordinator of needed supplies and equipment.

Attend mandatory trainings and participate in meetings as scheduled by TAB Coordinator.

Have no more than 2 absences per calendar year. (Special circumstances will be taken under consideration by the TAB Coordinator).

Assist with planning and implementation of TAB curriculum/activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

High school graduation or equivalency is required. Postsecondary education or experience in child development or childcare is strongly preferred. Ability to work well with people and has a strong desire to work with children. Successful applicants must demonstrate dependability, mature judgment, flexibility and confidence in making decisions. 19 years of age. Must be able to pass a background check.

APPLICATION INFORMATION:

Please send cover letter and resume, including three references to Misti McInteer, TAB Program Coordinator, misti@ywcalincoln.org.

Applicants should be available to attend a mandatory training on 1/31 from 6:15-9:00 p.m. and be able to start on February 7th. (There will be no program held on February 14th).