**Helpmate, Inc. Job Description**

**Children’s Services Support Specialist**

**Overview of Position:**

The AmeriCorps Children’s Services Support Specialist is a full-time AmeriCorps volunteer position reporting directly to the Associate Children and Family Coordinator. The primary responsibilities of the AmeriCorps Children’s Services Support Specialist include providing cross-programmatic children’s enrichment activities, coordinating supportive community services for children in the shelter program and ensuring the organization and supply of on-site resources related to children’s activities.

**Responsibilities Common to Entire Staff:**

* Maintain positive and appropriate relationships with Helpmate constituents, including clients, co-workers, staff from partnering agencies, Board members, volunteers, donors, and other community stakeholders.
* Provide support, information, advocacy and/or referrals for persons accessing services as necessary.
* Serve as staff back-up and direct coverage to the crisis line as necessary.
* Maintain accurate written records and statistics as required on a timely basis.
* Participate in staff meetings and other internal meetings as appropriate.
* Represent Helpmate on committees, task forces or coalitions as requested.
* Respond as requested to public requests for at-risk, professional, or community education.
* Support the preparation of funding proposals and program planning functions.
* Attend training/workshops as appropriate to enhance job performance.
* Other duties as required/requested by supervisory staff.

**Primary Duties of Position:**

* Assist with the development, coordination, and staffing of children’s enrichment activities (including academic supports), providing direct childcare during scheduled events and as needed.
* In collaboration with the Volunteer Program Team, train agency volunteers for children’s services and support ongoing group and individual training as needed.
* Develop and maintain schedule of child-oriented activities in Helpmate’s shelter, Helpmate’s office at the Buncombe County courthouse and the Buncombe County Family Justice Center, and the community as appropriate. Oversee volunteers to assist with these activities, in conjunction with the Volunteer Program Team.
* In collaboration with appropriate staff members, develop and facilitate in-service training for children’s services volunteers concerning survivor self-advocacy with CPS, impacts of DV on children and Children and Family services overview.
* Maintain and organize the children’s playroom located at Helpmate’s shelter.
* Attend CFT meetings as requested by supervisor in order to better support survivors with CPS involvement.
* Assist with doing inventory of arts and crafts supplies and organize these supplies when needed.
* Obtain or enhance self-education about the impact of Adverse Childhood Experiences (ACES), especially as it relates to exposure to domestic violence.
* Provide structured play in a therapeutic environment for children during support group meetings.
* Organize outings and events for children in Helpmate’s shelter.
* In collaboration with Shelter Case Managers, coordinate with McKinney-Vento liaisons and student support services to ensure that the educational needs of children in shelter are met.
* Coordinate pick up of food and drink items from MANNA Food Bank or grocery stores on a regular basis to ensure that shelter residents have access to emergency pantry/freezer items and to ensure that children have snacks/beverages during weekly activities.