

Job Description – Playroom Coordinator

Location: Roca Springfield - Young Mother's Program

FLSA Classification: Part-Time (20 hours) Non-Exempt

Organizational Overview

Roca has been serving young people in Massachusetts since 1988. We currently serve over 1,000 young people across 21 communities in Massachusetts, with three fully operating sites in Chelsea, Boston, and Springfield, and two satellite sites in Lynn, and Holyoke, MA. We also opened a site in Baltimore, Maryland in the summer of 2018. All of our sites serve high-risk young men, and our Chelsea and Springfield sites also serve high-risk young mothers.

Roca's work is based on the theory that young people, when re-engaged through positive and intensive relationships, can change their behaviors and develop life, education, and employment skills to disrupt the cycles of poverty and incarceration. Roca's Intervention Model engages the highest-risk 16-24 year olds in a long-term process of behavior change and skill building opportunities. Understanding that meaningful change doesn't happen overnight, we deliver an Intervention Model that is four years long and allows for relapse during the process. We know that lasting change requires a safe space to grow and to flex newly acquired decision-making skills. If a young person is seeking change or can make it through our model without relapsing, then they are not a candidate for Roca and can likely be served by a less intense program.

Our Intervention Model is a cognitive-behavioral intervention based on the evidence-based practices of community corrections. It is the only community corrections model that is delivered on the street, to high-risk young people, by a non-mandated authority. The Intervention Model has five components: Relentless Outreach, Transformational Relationships, Tailored Programming, Engaged Institutions, and Performance Based Management. The Young Mothers' Program is an intensive, four-year, two generational approach to serving the highest risk single mothers ages 16-24 and their vulnerable children, and helping them to find stability, achieve sustained behavior change, and improve developmental and educational outcomes for young children.

Position Overview

This position reports to the Springfield Young Moms Program Coordinator and works closely with the Springfield Young Moms Youth Worker/Instructor to provide supervision to children in the play room, oversee play room maintenance, and plan developmentally appropriate activities for children.

Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization
- Helps to ensure the safety and welfare of the children and protects each from physical or emotional harm This includes performing all tasks with an appropriate level of confidentiality
- Provides an environment where everyone can have a positive experience throughout the day
- Engage the children, focusing on their safety, needs and enrichment
- Treats all children, families and staff members with dignity and respect, and allow for individual differences
- Helps with general housekeeping tasks
- Shows initiative in the improvement of children's education and the program
- Perform other miscellaneous job-related duties as assigned

Qualifications

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. He/she will have a sense of humor, feel passionate and committed to direct work with children. The Playroom Coordinator

must have the ability to develop positive, effective working relationships with staff, supervisors and child participants.

Roca expects candidates to have the following skills:

- Experience working with children
- Ability to build good relationships with children, parents and/or caretakers
- Basic understanding of how children develop and learn
- Flexibility and creativity
- Patience and a sense of humor
- Ability to manage small groups of children and cope with challenging behavior
- Ability to work as part of a team

Requirements for the position:

- Willingness and ability to work outside of normal business hours, and Holidays and/or weekends as needed.
- Working with diverse cultures
- Strong attendance and high energy
- The hours for this position are: Mondays 10AM-2PM, Wednesdays 10AM-3PM, Thursday 11AM-6PM, and Fridays 11AM-3PM.