

Holy Family Institute

Journey of Hope Program

Activities Coordinator

Reports to: Site Director

Hours: FT Position – Tuesday to Saturday from 12-8pm. Must have flexibility to adapt schedule for activity programming needs. Must attend weekly supervisor meetings.

MISSION AND NEED

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

General Statement of Duties: Activities Coordinator will be responsible for coordinating programmed activities for all JOH houses, across campuses. Programmed activities include arts and crafts, birthday celebrations, off-campus field trips, on-campus programs, and spiritual services. The Activities Coordinator will collaborate with milieu staff, volunteers, vendors, spiritual leaders, and other HFI personnel to ensure activities are developed and implemented for the UCs. This position will not be assigned specifically to any one JOH cottage, but rather support all of them. This position will maintain a record of implemented activities in the form of a Quarterly Report, as well as a portfolio. The Activities Coordinator may also perform supervisory duties in the absence of House Managers or Shift Supervisors. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement.

Essential Functions:

1. Coordinates weekend and afternoon guided activities that are age, gender, and culturally appropriate for all UCs on both Emsworth and Moon campuses
2. Maintains awareness of birthdays for current UCs to ensure staff celebrate each birthday that occurs while in care
3. Maintains accurate record of offered activities in Quarterly Report per the standards of Office of Refugee Resettlement
4. Maintains a portfolio of arts and crafts activities to reference for future use
5. Assembles and leads an activities planning committee among JOH staff
6. Works with the youth advisory council, *Casas Unidas*, to facilitate UC leadership development in their assistance with activity planning
7. Maintains professional, on-going relationships with volunteers, community members, spiritual leaders, and spiritual centers to coordinate activities for UCs

8. Maintains communication with Director of Volunteer Services to utilize volunteers effectively to achieve
9. Utilizes available resources creatively and sources required materials economically to remain cost conscious of implementing activities
10. Provides direction on how to complete activity and seeks staff
11. Seeks and provides feedback from YCWs, Shift Supervisors, and House Managers about effectiveness of implemented activities in the milieu
12. Maintains an organized and safe environment before, during, and after an activity
13. Supports other milieu staff as needed to maintain ratio and other unforeseen circumstances
14. Manages unanticipated events and crisis situations in a positive, constructive manner
15. Carries out administrative tasks as directed by Site Director
16. Participates in required individual, team, and other program meetings
17. Models and assists in the implementation of the HART and Trauma-Informed Care

Minimum Requirements

Bachelor's Degree required in a human services or related field with 3-5 years of experience working with children. Must be at least 21 years of age, be able to perform physical activities, have good verbal, written and oral communication skills. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) strongly preferred but not required. EOE.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer