



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## **MARY'S HOME CHILD WATCH DAY LEAD POSITION DESCRIPTION**

**Title:** Child Watch Day Lead Position Description  
**Accountable To:** Child Watch Coordinator  
**Status:** Volunteer position without opportunity for employment

### **Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally focused, in-depth program for single mother families working to exit homelessness permanently.

### **Position Purpose & Overview**

At Mary's Home, we offer intentional support and resources to the resident families in order to help meet any area of need they may be experiencing. The residents are invited and encouraged several times a semester to attend events that are outside typical business hours resulting in the need for child watch support during some evenings and weekend hours. These events may include going to a workshop for personal or vocational development within the Mary's Home Academy, or a Mary's Home Alumni Brunch on a Saturday. These are rare opportunities for residents to practice self-care and be more involved in healthy community. Mary's Home is building a Child Watch Team so the residents have the freedom to engage in these meaningful events. The Child Watch Day Lead is the overseer of the Child Watch Team for the day of the event that they have signed up to oversee. They are responsible for ensuring that dependable, safe, secure, and nurturing care is provided to the children. This position is highly important as it manages the support given to the children directly. This position is for someone who enjoys leading other volunteers in childcare responsibilities and who loves engaging with children directly. The Child Watch Day Lead is not responsible for leading the volunteers day to day (the Child Watch Coordinator does this), but only on the days they sign up to be the lead.

### **Responsibilities**

- Oversee the Child Watch Team for specific one-time events and monitor the safety of children in your care; bring up any concerns to the Child Watch Coordinator promptly
- Manage any issues that may arise during shifts
- Be able to step into emergency scenarios if needed
- Lead the Child Watch Team during your assigned event to create a safe, nurturing space for all children (utilizing training materials provided by MH staff)
- Ensure that a Child Watch Agreement form is completed and signed for every new family before a mother leaves the child in the care of the Child Watch Team
- Lead group activities like snack time and prayer, story time and discussion, worship on the TV or on a phone, and enrichment time. All activities will be communicated and provided for you by the Child Watch Coordinator ahead of time.
- Coach the Child Watch Team to practice trauma-informed care methods during your shift
- Avoid any form of discipline, but re-direct children to more appropriate behaviors
- Ensure that there are always two or more volunteers in the same room as child/children for safety and accountability purposes
- Hold or sit with and lovingly interact with children through games, stories, play and prayer
- Never administer medication or any first aid care beyond a band aid to a child
- Take children outside to the back of the FLC but never to the front area for safety reasons



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- If a child is having unmanageable behavior problems, contact the mom to pick her child up
- If anything occurs that is life-threatening, call 911 immediately
- Use Google Voice phone number to communicate with the Child Watch Coordinator, resident mothers, and the Associate Program Director
- Communicate needs to the Child Watch Coordinator via email or phone, if time sensitive

**Requirements and Qualifications**

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Have a sense of comfortability working with children
- Have experience leading or managing people
- Have experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities
- Must be fully committed to the assigned event with the only exception being a family emergency
- CPR training for infants and children preferred (Mary's Home may be able to support with this)
- Training in trauma-informed care preferred
- Ability to arrive on time and be dependable for the resident families and Child Watch Team
- Be a welcoming/professional presence to resident families, Child Watch Team, and staff

**Time Commitment**

5-7 hours per month

**Physical Requirements:**

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise			X
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing		X	
Sitting			X
Walking		X	
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements		X	
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer	X		
Copier	X		
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward			X
Carrying			X
<b>Other Requirements</b>			



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Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X