



**Christ's Haven for Children
Summer Recreation Manager
Job Description**

Christ's Haven for Children provides a warm, loving, Christian environment in which children in need of basic care can grow physically, emotionally, and spiritually. Our ultimate goal is to provide love and support to families in need. Our trauma-informed, family based model of care allows for our children and teens to be confident as they heal from past trauma and envision a bright future.

During the Keller ISD summer vacation months, CH operates a Monday-Friday Summer Recreation program for all of the children in our care that is designed to provide fun, purposeful and educational activities for the kids during the daytime hours. Under the supervision of the Director of Child Services, the Summer Rec Manager will oversee the planning and day to day operations of the program. Responsibilities, requirements, and qualifications will include but are not limited to the following:

Qualifications:

- High school diploma or equivalent required; also possessing some college credit in child & adolescent development, youth & family ministry or related field is preferable.
- Previous on-the-job experience working with children/adolescents.
- Be at least 21 years old or older (due to company vehicle insurance requirements).
- Be available, before beginning the position, to receive paid training/certification in the following areas:
 - Christ's Haven for Children Policies and Procedures
 - Texas Department of Family and Protective Services Minimum Standards for General Residential Operations
 - First Aid / CPR
 - Behavior Intervention
 - Sexual Abuse Awareness
 - Safely Transporting Children in Care
 - Psychotropic Medication training
 - Lifeguard Certification (optional)

Job Duties:

- Possess the maturity and proper boundaries required to interact successfully and appropriately with children of all ages.
- Report to work on-time daily, prepared to be active and alert all day.
- Must have a working cell phone available while working each day.
- Plan and execute age appropriate stimulating and educational activities for children ages 5 to 18.
- Plan and execute local volunteer mission trips/off campus activities for children.
- Actively participate in all planned daily events/activities during the recreation program.
- Ensure that staff and children remain in correct ratios at all times.



- Communicate the weekly schedule to house parents and Children's Services staff.
- Follow and enforce all rules, safety and health regulations of Christ's Haven for Children as set forth by DFPS and the GRO Minimum Standards
- Positively manage and redirect inappropriate behavior, and report any persistent problems and/or emergencies to supervisor in a timely manner.
- Administer medication appropriately to individual children as directed by house parents/Children's services staff
- Other duties as assigned by the Director of Children's Services, the Executive Director, and/or the Board of Directors.
- Christ's Haven for Children has recently been certified by The Sanctuary Institute. All employees are required to be active participants in this process of trauma informed care. (In house training will be provided.)