

**Dorothy Day Fellowship
Early Childhood Education
Job Description**

Reports to: Co-director/Occupational Therapist

Status: Full Time

FLSA: Non-exempt

Job Summary

The Early Childhood Education Fellow will work with the occupational therapist to create meaningful child enrichment opportunities for current guest families and our extended network of aftercare families. The position will include connecting families to appropriate child care resources, creating youth enrichment opportunities, and supporting the weekly religious education programs at Lydia's House.

Essential Functions:

- Organize meaningful child enrichment activities for children age 0-5
- Co-facilitate weekly Montessori religious education program
- Work with Azalea Montessori staff to expand student engagement
- Transport families to essential appointments
- Provide emotional support to mothers in crisis
- Prepare meals for large groups
- Maintain shelter spaces through regular cleaning and tidying
- Plan and execute gatherings designed to build community
- Work with supervisor on a long-term project to enhance the shelter or aftercare experience

Other Responsibilities:

- Attend two community dinners each week
- Assist with special events on holidays and weekends
- Be emergency "on-call" contact for scheduled nights and weekends
- Attend weekly staff meetings and other staff formation opportunities
- Establish partnerships with outside organizations for child enrichment programming

Minimum Qualifications:

- Associate or Bachelor's degree, preferably including education relevant with early childhood education, or equivalent experience.
- Previous experience in a ministry setting
- Valid driver's license

Physical Requirements:

- Able to move freely in and out of shelter and office, including stairs
- Able to lift and secure small children into car seats

Core Competencies:

Hospitality: Generates a sense of hospitality or accessibility by her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between volunteers/staff and guests; supports a culture of welcoming and connection in the community. Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when she disagrees.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Initiative: Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others. Shares ideas and observations during meetings. Is a self-starter, steps into opportunities without needing to be asked.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time efficiently and effectively, values time and respects the time of others; concentrates her efforts on the most important priorities; can appropriately balance priorities.