



Children's Advocate

Job Description

Job Title: Children's Advocate

Reports To: Director of Children's Advocacy

Team: Children's Advocacy Ministry

Job Status: Part-time, Non-Exempt

Hours: Vary as needed; Typical Shifts are 6am-2:30pm and 12:30pm-9:00pm

Are you someone who wants to transform lives and make a difference in your community? We are looking for faith-driven and hard-working individuals who are willing to invest in the lives of the children in our programs. We believe that each child who walks through our doors has unique God given gifts and abilities. We are committed to ensuring each child in our program experiences advocacy, personal investment, and spiritual growth from the individuals hired to work with them!

This position serves as an on-call substitute for the days when our regular, full-time staff is out of the office. We want consistent faces of people with hearts willing to serve to come fill-in.

Job Duties and Responsibilities:

- Model and live out the overall Vision, Mission, and Core Values of the organization
- Provide a safe, clean, and structured environment for all students, ages 0-18, by following best practice guidelines
- Prepare food and clean areas thoroughly to ensure safety of children
- Implement weekly plans and daily structure
- Communicate effectively with Parents through daily reports at child drop-off and pick-up
- Communicate effectively within Children's Advocacy Ministry team and entire Raleigh Rescue Mission staff
- Implement scheduled special events (ie: mommy + me events, field trips, etc.)
- Transport children, as needed
- Welcome volunteers and assist, as needed, to ensure a positive volunteer experience

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Job Skills and Requirements:

Raleigh Rescue Mission considers every position one of Christian ministry and every person a valued and vital part of our team. Therefore it is essential that all employees of the Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Desire to serve the Lord in ministry and share/cultivate His Love with others
- Excellent communication and teamwork skills
- Ability to make safe and appropriate judgement calls without supervision
- GED or higher education in field related to children or family studies



- Minimum 2 years working with children or families
- Ability to lift items of at least 30lbs weight
- Experience working with children in poverty and children in wealth, preferred
- Valid NC driver's license
- Before hire: Qualifying Letter/TB Test/CPR/First Aid/NCID
- After hire: Emergency Info/Medical Report/Health Questionnaire