



**GILDA'S
CLUB
GRAND
RAPIDS**

An Affiliate of the
CANCER SUPPORT COMMUNITY

BOARD OF DIRECTORS

Michael Bohnsack
Danielle Brown
David Brown
Brad Comment
Catherine Cooper
Jeff Gurney
Brian Murray
Janet Nisbett
Laurel Romanella
Stephanie Settingington
Michelle Stevenson
Dave Veneklas

PRESIDENT

Wendy J. Wigger

**Gilda's Club Grand Rapids
Position Description**

Position: Childhood Coordinator - Noogieland
Reports to: Program Leadership
Classification: Part-time hourly (6 to 10 hours per week)
Hours: Hours may vary or be adjusted based upon position requirements

Position Qualifications:

- Bachelor's Degree from an accredited institution required or equivalent education/experience.
- Minimum of five years of work experience in the field of early childhood education.
- Knowledge of the growth and development of young children and appropriate play activities.
- CPR Certification and First Aid training required.
- Experience working in a business setting to include knowledge of software application, database entry, and office procedures.

Personal Characteristics Required:

- Hard worker with a high energy level who is organized, detail oriented and able to multitask.
- Motivated self-starter of integrity who is committed to service and excellence.
- Team player who is positive, flexible, and able to complement the team of staff and volunteers currently in place.
- Emotionally mature and self-confident, with sound judgment and a sense of humor.
- Possesses compassion for people living with cancer and grief and has the capacity to discuss cancer and grief as a part of life either with members or volunteers.

Physical and Mental Requirements include being able to:

- Lift up to 30-50 pounds including carrying, moving, rearranging furniture/tables/chairs with ease and as needed.
- Assist with general maintenance (e.g., taking garbage to the dumpster, removing bags of beverage cans, clean-up).
- Use hands to type reports as needed on the computer.
- Use voice to speak on the telephone.
- Possession of a valid vehicle operator's license.
- Successfully manage the social and emotional demands of the job.

Position Responsibilities:

This position will include, but is not limited to, the following job functions:

1. Noogieland Responsibilities
 - a. Embody the overall Gilda's Club mission and philosophy by creating a consistently warm and welcoming environment within Noogieland for all with whom there is contact (phone and in person).

**GRAND RAPIDS
CLUBHOUSE**

1806 Bridge St. NW
Grand Rapids, MI 49504

LOWELL CLUBHOUSE

314 South Hudson St.
Lowell, MI 49331

**IN THIS TOGETHER.
LEARN. SHARE. LAUGH.**

616.453.8300
gildasclubgr.org
info@gildasclubgr.org



**GILDA'S
CLUB
GRAND
RAPIDS**

An Affiliate of the
CANCER SUPPORT COMMUNITY

BOARD OF DIRECTORS

Michael Bohnsack
Danielle Brown
David Brown
Brad Comment
Catherine Cooper
Jeff Gurney
Brian Murray
Janet Nisbett
Laurel Romanella
Stephanie Setterington
Michelle Stevenson
Dave Veneklas

PRESIDENT

Wendy J. Wigger

- b. Participate in the maintenance and organization of Noogieland areas.
 - c. Oversee cleanliness standards employed for playroom, kitchenette and bathroom areas.
 - d. Assist in planning, organizing and carrying out developmentally appropriate childcare for children, including but not limited to the following duties:
 - Assisting with and coordinating play activities.
 - Diaper and/or clothing changes.
 - Snack/meal preparation and other self-care of children as needed.
 - Other personal care of children as needed.
 - Promoting positive self-image in children.
 - Planning and implementing appropriate activities for promoting developmental skills.
 - e. Actively engage in play, supervise children and react quickly to prevent accident and injuries.
 - f. Act as a team player with coworkers and to share skills, provide redirection and consultation to maintain a high-quality program.
 - g. Along with the Adult/Youth program Manager and or management team, ensure that parents are appropriately advised concerning their children's development while at Noogieland.
 - h. Conduct Noogieland Volunteer orientation meetings; schedule Noogieland Volunteers.
2. Database Related Responsibilities
 - a. Maintain attendance and related database tracking.
 - b. Complete incidence reports as needed.
 3. Other Responsibilities
 - a. Participate in team and all-staff meetings as available/requested.
 - b. Participate in staff team building activities and trainings.
 - c. Provide for and actively foster the Gilda's Club environment as it relates to the "Program and Philosophy" manual and "Fierce Conversations" model.
 - d. Participate in Clubhouse/Program related activities as needed.

This position will demand flexibility, creativity and adaptability. Position responsibilities may be expanded or re-assigned by the President/CEO or Program Director based on the immediate needs of Gilda's Club Grand Rapids.

Email cover letter, resume and salary history/requirements to jobs@gildasclubgr.org No calls please.

**GRAND RAPIDS
CLUBHOUSE**

1806 Bridge St. NW
Grand Rapids, MI 49504

LOWELL CLUBHOUSE

314 South Hudson St.
Lowell, MI 49331

**IN THIS TOGETHER.
LEARN. SHARE. LAUGH.**

616.453.8300
gildasclubgr.org
info@gildasclubgr.org