

Rosa Parks Children's Program Supervisor – Full Time
The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen, Detroit, MI

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Supervisor of the Rosa Parks Children's Program will assist the Ministry Director by overseeing the day-to-day operations of the program, planning for summer programs and ensuring that participants and guests are treated with hospitality.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist in supervision of staff and operation of Children's Program
- Ensure employees comply with health and safety standards and regulations
- Ensure volunteers are integrated into various activities of Children's Program as appropriate and shown hospitality
- Communicate issues/concerns with staff, participants and volunteers to Ministry Director as needed
- Process routine purchases for program within set guidelines
- Process time cards and PTO requests
- Ensure proper planning and coordination for summer programs and field trips
- In addition to supervisory duties is responsible for tasks required of assigned program activity such as tutoring or art therapy
- Ensure that all activities of program are staffed as needed and are run efficiently, filling in as necessary
- Represent Children's Program during offsite events and field trips
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: BA in Education, Social Work or Related Field, 3 years of exp. Coordinating a structured children's program, exp. working in multicultural setting, must have or complete AOD 'Protecting God's Children' training within 3 months of hire, effective written and oral communication skills, high level of personal initiative, ability to relate effectively to youth of all ages, working knowledge of Microsoft Office and safe use of internet.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Supervisor/Rosa Parks Children's Program in the subject line.
(Or)
3. Attention: Human Resources
Supervisor, Rosa Parks Children's Program
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207