



**The Institute for Human Services**  
Ending the Cycle of Homelessness

# Children's Program Support Specialist

**Job Type:** Temporary Part Time

## Responsibilities

Ensure the successful coordination of child education programs and activities. Provides homework and supportive services for children to maintain stable academic performance in schoolwork and promote the emotional development and wellbeing of children served by designated IHS programs.

Executes on the curriculum of activities designed to stimulate and sustain the interest of children as well as contribute to their physical, social, emotional and intellectual development. Ensure a safe and healthy environment and plays a critical role in positive program outcomes for parents and children. Interact with children using approved child guidance techniques and development tools that will support the goals of the program.

## Requirements

### Required Education and Experience

Associate's degree in Early Childhood Development, Education or a related field from an accredited university or currently enrolled in college courses. Minimum HS Diploma. 1 to 1 1/2 years of experience working with children of various ages in a multicultural setting. Basic understanding of the issues affecting homelessness and its impact on families.

### Preferred Education and Experience

Bachelor's Degree in Human Services, Early Childhood Development, Education or a related field from an accredited university. Two to three years' experience working with children and families in a homeless shelter setting.

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).