



Job Posting: Program Supervisor

Looking for a rewarding career devoted to helping people in need? We're looking for a Program Supervisor for Children's Village Childcare where you will be part of a team dedicated to making a difference.

We offer paid holidays, PTO, vacation, sick leave, medical, dental, vision benefits and retirement plan.

Hours: 40 hours per week, Non-Exempt

Rate of Pay: \$19+ per hour, DOE

Children's Village is a part of Vision House which is a 501 (c) (3) non-profit Christian transitional housing program for homeless men, women and their children. Vision House is committed not only to the families we serve but to our employees as well. As an organization, we encourage a healthy work-life balance because we value you and your family. We believe in Christ-centered integrity, helping and service, achievement, respect and teamwork.

Working for a Christ-centered organization allows you to grow in your faith and be the hands and feet of Jesus. Your work in Childcare gives you the chance to show God's love to our clients and staff.

Position Description:

The Program Supervisor is part of the Leadership team that collaborates together to bring their early childhood professional experience and organizational skills to support the mission of the childcare center. The position includes assisting with program planning, health and safety planning, staff hiring/training and supervision. Responsible for creating and implementing age-appropriate curriculum. Responsible for the sound operation of a safe, healthy and nurturing Early Childhood Program for staff and children.

Duties and Responsibilities

Program Planning and Administration

Assist with overall administration, planning and curriculum development for the program

- Assist in Planning and implementing activities and programs that foster community and family involvement
- Maintains good communication with parents, and ensures that they remain involved in the Center
- Understand developmentally appropriate practice in Early Childhood Education that teaches respect for cultural diversity and a love for Jesus
- Understand responsibilities as a mandated reporter
- Assists in ensuring the program is staffed appropriately at all times
- Review, evaluate and select various models of current curricula
- Assess curriculum effectiveness in meeting the needs of individual children
- Coordinate the review/assessment of current curricula to ensure that intended objectives and state standards are met
- Train, observe, review, and evaluate staff performance using the designed curriculum
- Lead informational discussions with staff and parents regarding implementation of the developmental curricula for individual classrooms

Health and Safety

Assist with compliance of state, local, and other legal regulations pertaining to the health/safety of children

- Assist with compliance with nutritional, sanitary, playground, supplies and equipment safety rules and regulation pertaining to the operations of licensed programs
- Assist with maintaining current health records on all children enrolled in the program



- Required to keep the Director informed of any necessary information regarding the care and safety of children
- Assist with compliance of program policy with referrals and professional help
- Conduct regular fire/earthquake safety drills

Fiscal Management

Assist with maintenance of financials (receipts/expenditures), and other program records

- Assist with reports required by local, state, and federal governments
- Assist with submission of receipts
- Assist with program expense charges and submit bills to the bookkeeper for payment

Personnel Management

Assist with direction of program staff, providing support, leadership and direction consistent with program goals and objectives

- Assist in interviewing and hiring new staff as needed
- Provide appropriate orientation and ongoing in-service staff training on classroom curriculum
- Assist with regular staff meetings
- Assist in developing staff work schedules
- Assist in maintaining a current Staff Handbook

Marketing and Community Relations

Represent and promote the program to parents, other organizations, individuals and the media

- Assist with the development of program brochures, newsletters, flyers, and other promotional materials
- Promotes Vision House's Childcare services to prospective families and assists the Director tour corporate sponsors and community resource agencies

Qualifications

Required

- Knowledge of DSHS
- Must be at least 21 years of age
- 3-5 years related experience, including child care supervision or management experience
- Bachelor's degree in Early Childhood or a related field is preferred. Applicants must have a minimum of an Associate's degree in Early Childhood or a related field
- At least 2 years of developing and implementing early childhood curricula
- Valid Washington State driver's license and clean driving record
- Strong communication and interpersonal skills
- Experience in the classroom
- Sensitivity to the needs of families and staff from diverse cultural and economic backgrounds necessary
- Excellent planning and organizational skills
- Experience with computers including Microsoft Word and Excel
- Ability to pass background check
- Ability to sign our Statement of Faith
- Working knowledge of Christ-centered servant leadership
- Ability to work well as part of a team as well as independently



- Assume other responsibilities as assigned or required

Desired

- Detail oriented and organized individual with skill set to provide administrative and technical office function
- Familiarity with different styles of curriculum and staff training
- Ability to manage and mentor other teachers
- Good sense of humor
- Work effectively in a diverse, multi-cultural environment
- Experience working in a fast-paced environment and managing priorities
- Experience in nurturing children focusing on community building, compassion and respect
- Experience with ProCare, TS Gold, Early Achievers
- Aptitude with computer technology, social media, and publishing software
- Ability to build strong working relationships with staff and families

Certificates & Licensing Requirements

Cleared Portable Background Check/Fingerprinting through DEL
CPR, First Aid, HIV, Blood Borne Pathogens training
Cleared TB test
Food handler's permit
Whooping cough vaccine

Physical Demands/Work Requirements

Must be able to lift 40 pounds properly
Ability to assume postures in low level positions that best allow physical and visual contact with children
Perform all activities with children for extended periods of time
Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being

Hours: Minimum 40 hours/week (Monday-Friday), some evenings and special events

Benefits:

Excellent benefit package including medical and dental insurance after 30 days, plus generous vacation, holiday and sick-leave plans

Children's Village Child care is operated by Vision House, a Christian service agency

Email resume to Noreen Graham (HR): noreeng@vision-house.org or call 425-228-6356