



Program Specialist for Child Care

Looking for a rewarding career devoted to children? Children's Village Childcare is looking for Program Specialist. We are a part of Vision House which is a 501 (c) (3) non-profit Christian transitional housing program for families who are experiencing homelessness. Our childcare center serves our residents and the surrounding communities. This job opening is located in Renton, WA.

Position Description:

The Program Specialist is part of the leadership team that collaborates together with their expertise in Early Childhood Education to support the mission of the center. The position includes assisting with program planning, health and safety, staff hiring and training, supervision and is responsible for implementing Teaching Strategies curriculum. This person will work with the Lead Teachers in the area of curriculum implementation, coaching and mentoring.

Rate, Hours and Benefits:

- Full-time 40 hours per week, Monday through Friday with some evenings and special events
- \$33,280 - \$41,600 annually, DOE, Salaried Exempt
- Medical, dental, vision insurance, retirement, 2 weeks' vacation, 11-1/2 days of paid holidays and generous sick-leave

Reports to: Child Care Director & Assistant Director

Duties & Responsibilities

- **Program Planning & Administration**
Assist with overall administration, planning and curriculum implementation for the program
- **Health and Safety**
Assist with compliance of state, local, and other legal regulations pertaining to the health/safety of children
- **Fiscal Management**
Assist with tracking financials (receipts/expenditures), oversees purchasing for center and classroom supplies
- **Personnel Management**
Assist in supporting program staff, providing support, leadership and direction consistent with program goals and objectives
- **Marketing and Community Relations**
Represent and promote the program to parents, other organizations, individuals and the media

Qualifications

- ECE Certification or ability to obtain within 3 years of hire
- Experience developing and implementing early childhood curricula
- Experience working with and implementing creative curriculum
- Experience with Teaching Strategies Gold
- Detail oriented, organized with admin and technical expertise
- 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
- Ability to speak, read and write in English
- Must have good driving record and able to drive a 15-passenger van
- Working knowledge of Christ-centered servant leadership

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
- Current STARS Training

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

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

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