

Position Title:	Program Manager	Program:	ECEAP - Trailside
Reports to:	Senior Director	Classification:	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	February 2021	Supervises:	Yes

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL, VISION & DENTAL BENEFITS
LIFE INSURANCE
403(B) RETIREMENT with employer match after two years
EMPLOYEE ASSISTANCE PROGRAM and more....

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

General Function

The Program Manager is responsible for the daily operation of the comprehensive Volunteers of America ECEAP preschool program in Everett. Duties include supervision, and evaluation of the staff; program planning and quality assurance; coordination of the preschool curriculum, parent involvement, family support, and health components; purchasing supplies and equipment; completing and submitting reports to Volunteers of America, Snohomish County, and the Washington State Department of Early Learning as required; attending meetings and trainings with Snohomish County ECEAP and Volunteers of America's senior director, managers and staff.

Qualifications

- BA degree in Early Childhood Education or related field with 5 years of experience in supervision and management and at least 2 years of post-degree experience working in preschool programs, supervision, management, program development and evaluation, and agency networking.
- Ability to work as a team leader
- Effective and professional oral and written communication skills
- Knowledge of age and developmentally appropriate practice
- Familiar with Creative Curriculum, Teaching Strategies Gold, ELMS, and ECEAP Performance Standards
- Excellent organizational skills
- Ability to pass and maintain an acceptable background check record

Principal Activities

- Ensure all services are age and developmentally appropriate for all children and culturally responsive to all families
- Maintain required adult-child ratios at all times
- Build relationships with children and families based upon mutual respect and equality
- Ensure all services culturally and linguistically appropriate for all children and families
- Support parent involvement, empowerment, and leadership

- Maintain professional competence of staff through on-going evaluation, feedback, and quality control
- Provide input to the lead program manager surrounding the needs of the program, working together to develop and manage the ECEAP budget
- Represent Volunteers of America Western Washington, Snohomish County ECEAP and the Department of Early Learning to families, volunteers, and the community-at-large
- Implement agency policies and procedures and ECEAP contract requirements according to ECEAP performance standards
- Responds to other duties as assigned
- Other duties as assigned

All employees are required to obtain the following **within 90 days** of employment:

- Current infant, child and adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Hepatitis B vaccination
- TB test

If you wish to apply for this position, please email your resume and cover letter to:

recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.