



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

PROGRAM SUPERVISOR

LOCATION

New Horizons High School

SUPERVISOR

CBC Site Coordinator

STATUS

Full-time, hourly with benefits
Non-exempt

STARTING SALARY RANGE

(\$16.81/hr-\$19.32/hr)
DOQ

\$.50/hr additional pay for bi-lingual staff (assessment required)

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

POSITION SUMMARY

Under the supervision of the Site Coordinator, the Program Supervisor is responsible for aiding in program operations. The Program Supervisor follows policies and procedures in the WAC-Foundational Quality Standards for Early Learning Programs. The Program Supervisor ensures that quality programming is taking place, children are receiving a well-rounded mix of activities throughout the day and the developmental needs of children are being met. Individuals must possess a genuine love and passion for early learning.

PROGRAM DETAILS

New Horizons dates of operation will follow the Pasco School District calendar. During any school district closures and or breaks, the Program Supervisor will have the choice to take that time off or work at another program location.

JOB FUNCTIONS

- Motivate, evaluate and provide guidance and training to teachers.
- Ensure that programming and environment meet the developmental needs, interests, and characteristics of children ages 4 weeks to 12 months.
- Assist with the Early Achievers rating process.
- Ensure that the program meets all childcare licensing guidelines, as required by the State of Washington Administrative Code.

- Manage necessary administrative functions and assigned resources within the Club.
- Ensure appropriate program supplies are available.
- Aid in family engagement/ongoing parent communication and partnership with New Horizons.
- Ensure developmental assessments are completed.
- Fill in during times of staffing need.
- Ensure a smooth transition occurs when infants transition to the Waddler room at CBC.
- Demonstrate ownership and pride in creation and execution of club culture through leadership and inspiration of others.
- Efficient use of work time in order to ensure completion of objectives and stewardship of donor resources.
- Oversee USDA Food Program operations.
- Assist in other areas as needed.

QUALIFICATIONS

- Possess a WA State ECE Certificate, 10 ECE credits or a related credential as determined by the Department of Children, Youth and Families.
- Minimum of two years' successful experience working within Early Learning.
- 21 years of age or older
- Experience working in a program that participates in Early Achievers (Preferred)
- Have planning, coordination and supervisory skills to implement a high quality, developmentally appropriate program.
- Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; of the principles and practices of non-profit organizations including fundraising, resource development and public relations and marketing.
- Strong communication skills, both verbal and written.
- Leadership skills, including negotiation, problem solving, decision making and delegation.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, Board Members, community groups, and other related agencies.
- Ability to lift and move objects as heavy as 40 lbs.
- Covid-19 vaccination or medical or religious exemption
- Preferred Trainings, but not required
 - 30-Hour Basic STARS Certificate
 - Tuberculosis Test

- CPR/First Aid Card
- Blood Borne Pathogens Training
- Food Handlers Card
- Other trainings per DCYF requirement

APPLICATION PROCESS

Please submit a cover letter and resume to heather.robertson@greatclubs.org.
Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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