



# EARLY LEARNING SITE

## COORDINATOR

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### SUPERVISOR

Director of Early Learning

### STATUS

Full-time, hourly with benefits  
Non-exempt

### STARTING SALARY RANGE

\$46,503-\$60,394  
annual salary  
(\$22.36/hr-\$29.04/hr)  
DOQ

Bonus incentive  
program of \$100-\$400  
per month based on  
program enrollment

\$.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 Director of Early Learning, the Site Coordinator is responsible for the operation of the licensed childcare facility. The Site Coordinator follows policies and procedures in the Washington State Administrative Code for Child Care Guidelines in regard to health and safety of children and appropriateness of activities. The Site Coordinator manages part-time staff and fosters positive relationships with children, families, school personnel and the community. Individuals must possess a genuine love and demonstrated passion for early learning.

### JOB FUNCTIONS

- Plan and conduct individual, small group and large group activities in all priority outcome areas that address the developmental needs, interests, and characteristics of children ages 1-6 years.
- Supervise, motivate and evaluate staff as well as provide guidance and training throughout the school year.
- Market and publicize Boys & Girls Club programs in the community.
- Ensure that the program meets all childcare licensing guidelines, as required by the State of Washington Administrative Code.

- Participate in Early Achievers and take necessary steps to score at least a level 3 rating.
- Ensure USDA Food Program requirements are being met.
- Ensure appropriate program supplies are available.
- Manage necessary administrative functions and assigned resources within the Club.
- Manage resources and assist in the development of annual budgets. Control expenditures against budget.
- Contributes to the creation of the overall positive climate for: youth development, team building and community-wide success of the Boys & Girls Clubs of Benton and Franklin Counties.
- Develop and maintain partnerships with parents, community leaders and organizations.
- 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.
- Assist in other areas as needed.

## QUALIFICATIONS

- B.A. in ECE, AA in ECE, a valid WA State Teaching Certificate with an endorsement in ECE, Early Childhood Special Education, P-3, or P-3 Special Education, WA State ECE Certificate 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.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel, facilities management; and budget management.
- 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.
- Strong computer skills
- Must be able to lift and move objects as heavy as 40 lbs.
- 30-Hour Basic STARS Certificate
- Tuberculosis Test
- Covid 19 vaccination or medical or religious exemption.
- CPR/First Aid Card (Preferred)
- Blood Borne Pathogens Training (Preferred)
- Food Handlers Card (Preferred)
- Other trainings per DCYF requirement

#### APPLICATION PROCESS

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto: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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