



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

EARLY LEARNING SITE

COORDINATOR

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

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

BENEFITS

- Medical Insurance
- Dental/Vision Benefits
- Long Term Disability
- \$10,000 Term Life Insurance Policy
- Pension Contribution (pending eligibility requirements)
- Staff Childcare Discounts
- Paid Holidays

ORGANIZATION DESCRIPTION

The mission of Boys & Girls Clubs of Benton and Franklin Counties is to empower all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We opened our first program in 1995 and now serve over 4,000 club members each year at multiple club locations throughout the Tri-Cities and Prosser communities.

Our early learning programs provide a safe place for children to learn and grow as they prepare for kindergarten. Our programs provide a safe and positive place for intellectual, physical, and social growth with hands-on activities that encourage children to discover and explore their world through play in an environment that fuels creativity and exploration. Our curriculum is thoughtfully planned, challenging, engaging, developmentally appropriate, culturally and linguistically responsive, comprehensive, and promotes positive outcomes. Our team consists of qualified, professional staff who have a passion for early childhood education and making a difference in the lives of the youth and families we serve.

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 youth.

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 2.5-6 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 to recruit new families.
- 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. Or a minimum of 45 college quarter credits in early childhood education core competencies.
- 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
- Cleared background check
- Must be able to lift and move objects as heavy as 40 lbs.
- The following are preferred but not required upon hire:
 - 30-Hour Basic STARS Certificate
 - Tuberculosis Test
 - CPR/First Aid Card
 - Blood Borne Pathogens Training
 - Food Handlers Card

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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