

Position Title:	Program Manager	Program:	ECEAP - Sultan
Reports to:	Lead Program Manager	Classification:	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	June 2019	Status:	Full Time

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

General Function

The Program Manager is responsible for the daily operation of the comprehensive Volunteers of America ECEAP preschool program in Sky Valley. 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 lead program manager, 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 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.