**Open Position:** Children’s Services Program Mangers

**YWCA Seattle King Snohomish**, one of the largest nonprofits in the region, focuses on the needs of women, girls, and families in thecommunity, is searching for a **Children’s Services Program** Manager to join their team in the **Seattle/South King County, WA area.**

The Children’s Services Program Mangers is based out of The Willows in Rainer Valley. This role intertwines with every aspect of the YWCA’s work - from managing our children’s programs to providing resources to clients.

The YWCA is on a mission to eliminate racism and empower women. To this end, the YWCA’s Children & Youth Division provides a continuum of services to uplift young people, while centering those furthest away from opportunity. The Children & Youth Division cultivates academic engagement, leadership skills, healthy lifestyles, and strong racial identity development among our youth by providing engaging and culturally relevant services and by building strong networks of support.  The Children's Services Program Manager is critical in supporting the program staff and participants to achieve our mission.

**Note:** This position is fully onsite at YWCA Offices.

**Responsibilities:**

* Manage the Children’s Services staff including: The Parent Child Plus Program, Afterschool, and Summer Programming
* Adhere to all Volunteer Services protocol relative to volunteer usage, recognition, and monitoring. Work alongside volunteers, where applicable; Help maintain and innovate existing programs
* Oversee the development and implementation of social and recreational after-school programming for homeless and low-income children and youth served at Willows
* Demonstrate understanding and incorporation of best practices and issues related to childhood development and the special needs of homeless and low-income children and youth.
* Serve as a liaison with stakeholders to communicate the program’s purpose, needs, future plans, and current issues related to the programs.
* Gather data on each of the programs’ metrics and spending to report to the Director.
* Maintain accurate records, submit reports on time and ensure direct reports do the same.

**To Be Successful:**

* Minimum of an AA degree in Early Childhood, Counseling, Psychology, Social Work
* Have at least 3 years’ experience providing services to homeless and/or low-income children, youth, and families.
* High-level knowledge of Microsoft Office Suite, SharePoint, Adobe DocuSign, and Zoom
* Ability to maintain confidentiality, attention to detail and strong organizational, writing, and record-keeping skills & well-honed public speaking skills
* Commitment to working with homeless families and the ability to communicate effectively and in a caring way with any persons who are in crisis
* Ability to work on-site and ability to travel when needed, to other YWCA locations
* Experience working with communities of color and people from different cultures other than your own
* Demonstrated knowledge and skills of basic computer competencies such as emailing, calendaring, entry-level data entry and familiarity with Microsoft Office products
* Core Competencies Expected: At least 5 core competencies required, list available here; Core competencies must include Fostering Diversity and Race & Social Justice Advocacy

**PHYSICAL DEMANDS OF THIS POSITION:**

* Continuously sits for extended periods while performing desktop activities.
* Continually stands and walks in performing duties.
* Occasional weekend work may be required.
* Repetitively uses hands and wrists, fingering, handling, grasping, and reaching in using telephones, computers, kitchen equipment, donations and supplies.
* Frequently reaches and grasps in using telephones, computers, fax machines and other office equipment and supplies.
* Frequently stands, walks, sits and climbs in performing duties in the office and in traveling to off-site meetings.
* Occasionally lifts and carries up to 5lbs. of paperwork, files and training materials, occasionally up to 50 lbs.
* Occasionally lifts and carries up to 50 Occasionally kneels, bends, pushes and pulls in obtaining files in drawers.

**HOURS, RATE, & BENEFITS**

* Hourly rate: $35.00 - $38.50
* Status: 40 hours per week
* Fair Labor Standards Act (FLSA) Status: Non-exempt
* Excellent benefits package including medical insurance, retirement plan, plus generous vacation, holiday, and sick leave plans
* At the time of hire, employees may choose to voluntarily enroll in the Fidelity 403b Plan. After (2) years of employment, employees are eligible to participate in the YWCA Retirement Fund

**Note:** This position is fully onsite & in person at YWCA Offices.

YWCA Seattle|King|Snohomish is an Equal Opportunity Employer