



Relief Nursery: Program Manager (early childhood program)

POSITION DESCRIPTION

At Olalla Center, we believe all people are stronger with the support of a caring community, culturally appreciative services, and a connection to the natural world.

Our **Program Managers** support Olalla Center's mission of creating a safe and welcoming environment for clients, employees, and the community. Olalla Center celebrates and honors the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities, and programs throughout Lincoln County, Oregon.

TITLE: Program Manager

REPORTS TO: Executive Director

STATUS: Salaried

SCHEDULE: Full-Time - Monday-Friday, including occasional evenings and weekends.

LOCATION: Olalla Center, 321 SE 3rd Street, Toledo, OR. Primarily in person position, occasional remote /telecommuting is an option.

VACCINE POLICY: Olalla Center is considered to be an educational and healthcare facility and falls under State mandates for health and safety. Therefore, any employees working for Olalla Center must be fully vaccinated (and masked) while in our on-site work environment in accordance with all current mandates and laws in effect at the time of employment.

SALARY RANGE: \$52,000 - \$62,400 based on education and experience.

BENEFITS: Olalla Center offers a full complement of benefits, including::

- Health insurance, Dental insurance, Vision insurance
- Retirement plan
- Discretionary Paid Time Off (200 Hours Per Year - Holidays deducted from PTO)
- Sick Leave (40 Hours Per Year)
- Short Term & Long Term Disability
- Flexible Schedule

About Olalla Center and *Olalla Early Childhood* - The Olalla Center is a 501(c)3, non-profit organization based in Lincoln County, Oregon, with a mission of helping to strengthen and heal individuals, families, and our community. For over 40 years, Olalla Center has operated on the core philosophy that you cannot have good health without a good community. As such, we

have focused our efforts not just on individuals and their families, but on the idea of village-building; creating social supports to help ensure life wellness.

QUALIFICATIONS:

The ideal candidate has ...

EDUCATION / EXPERIENCE :

- Bachelor's degree in Social Work, Early Education or related field; early childhood and supervisory experience with 3-5 years supervisory experience working in a Relief Nursery, Head Start or other regulated early childhood program. Administration experience preferred.
- Must have the ability to form positive relationships, build trust and nurture relationships with children, families and staff.
- Knowledge of how risk factors or Adverse Childhood Experiences (ACEs) impact children and families is essential. Experience working with community partners in a collaborative manner is helpful.
- Preferred/ not required: Master's Degree in Education, Psychology, Social Work, or similar.

RESPONSIBILITIES:

- Create with staff an engaging age-appropriate schedule that cater to the interests and needs of the participants
- Staff recruitment and supervision, including program / outreach coordinators, assistants, teachers, peer support specialists, respite staff, interns and volunteers;
- Pre-Intakes of families into the Relief Nursery, determining qualification and appropriate placement;
- Support of staff in the implementation of a developmentally appropriate educational program that provides a therapeutic environment reflecting the Olalla and RN QA standards & philosophy;
- Ensuring that all children enrolled in programming have developmental screenings;
- Ensuring that all paperwork in files accurately reflects the services provided to children and families;
- Ensuring that Relief Nursery mandated paperwork is completed, and data is submitted to the appropriate sources on time;
- Ensuring that collaboration with partners occurs when serving common families;
- Monitoring of accreditation and licensing standards;
- Ensuring that all staff meet RN OAR/QA, SPARK (QRIS), Olalla and child care licensing requirements, including reflective supervision, performance reviews, training and professional development;
- Ensuring the safety of the children in the classroom, on the playground, during community events or on field trips as needed;

- Ensuring contractual obligations are fulfilled;
- Working with the Executive Director to create and monitor budget and expenses.
- Parent Support and Information including:
- Ensuring home visiting staff has evidence-based parenting education training and provide parenting education through home visiting and in formal parenting education groups that support parenting skills;
- Ensuring that information that supports families is accessible to staff and shared as appropriate.
- Shared Responsibility in program and center operation including:
- Ensuring the maintenance of a therapeutic and nurturing environment, supplies and equipment.
- Other leadership responsibilities
- Participation on the Olalla Leadership team;
- Active participation on Early Learning Hub Work Groups;
- Active participation in Oregon Association of Relief Nurseries (OARN) as per the OARN Business Standards and Practices MOU including regular connection to legislators;
- Ensuring representation on community committees or advisory groups;
- Outreach to potential donors and community organizations, ensuring the Relief Nursery & Olalla mission and outcomes are spread county-wide;
- Ensuring representation on Olalla committees, serving on ones related to contract or licensing obligations;
- Collaboration with the Olalla Child Care Licensing process, ensuring compliance with rules and regulations for child care centers and immunizations;
- Completing on-going training that supports leadership and supervision skills
- Other Related Duties as assigned including:
- Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintaining and updating enrollment in the Central Background Registry, pediatric first aid/CPR, food handler's certification, mandatory reporting and maintaining approved auto insurance and a good driving record.
- Participating in staff development activities, meetings and fundraising events.
- Following established standards, policies and procedures of Olalla and Relief Nursery OARs
- Enrolling & obtaining a step on the Oregon Registry (if new)
- Enrolling in Oregon Registry Online (if new)
- Engaging in at minimum 24 hours of continuing training per year
- Lead and assist in the provision of weekly program activities in accordance with established standards and goals
- Increase visibility of both Olalla Center and its program via social media postings of programs, resources, and upcoming events
- Develop and maintain relationships with schools, community leaders, and appropriate community agencies to assist with recruitment and referral services

- Demonstrate leadership and clear, consistent boundaries to ensure appropriate conduct, safety, and development of participants
- Establish and enforce safe-space guidelines consistent with organizational goals/mission virtually and in-person
- Perform related and delegated tasks to assist and support Olalla Center programs and services to meet the goals and objectives of the organization
- Participate in special events including staff, community events, and fundraisers, etc.

COMPETENCIES / ABILITIES:

- Excellent communication and interpersonal skills with people at all levels and in all settings relevant to the missions of the Olalla Center organization
- Exceptional attention to detail and organizational skills; ability to multi-task with confidence and multiple deadlines
- Ability to work independently at times and as part of a highly collaborative, professional team
- Understand, value, and respect diversity in all forms, including diversity and work collaboratively and respectfully with diverse volunteers, staff, community leaders, organizations, and donors
- Demonstrate professionalism, good judgment, and maintain confidentiality when required
- Must be able to meet requirements to pass a Criminal Background Check and receive and maintain a Fingerprint Clearance Card
- Monitoring of family files to ensure they are appropriately maintained and are up-to-date, including enrollment and risk factor data, progress notes, health, immunization and attendance records, developmental assessments, accident reports, release of information forms, etc.
- Monitoring of program-related grants, including data-tracking, writing reports and assistance with input or writing grants as needed.
- Creating and maintaining data collection procedures, analyzing data as needed.
- Grooming and attire appropriate for the job.
- Reporting at regular working hours & being punctual.
- Demonstrating good phone skills (courteous and positive) when representing Olalla Center and Relief Nursery interests.
- Writing in a clear, concise manner.
- Proficiency in computer applications: Google Docs, Google Sheets, Google Slides, Gmail, Adobe Acrobat Pro, Zoom, and a working understanding of internet search functionality

TRAVEL: Ability & willingness to drive your own reliable vehicle to travel to various locations if needed. Mileage reimbursement is available.

INSTRUCTIONS – HOW TO APPLY

A complete application contains **all of the following items:**

- ★ A comprehensive resume
- ★ Olalla Center employment application (www.olallacenter.org/employment-opportunities)
- ★ Background check form (www.olallacenter.org/employment-opportunities)

DEADLINE: Open until filled. Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. You must submit our downloadable application, background check authorization form and your current resume to be considered.

Completed applications should be attached to an email message with “Relief Nursery Program Manager Application” in the subject line and sent to: jobs@olallacenter.org

Olalla Center greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for.

Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

What we ask of all candidates:

The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.

Excellent and respectful interpersonal and communication skills with a good sense of humor!

Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board, and community partners.

Strength in fostering a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.

Current valid ID. Current valid driver’s license, safe driving record, and willingness to operate agency vehicles preferred.

Ability to lift up to 30 pounds for events, child safety, etc.; unless reasonable accommodations are required.

Full background check.

Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.