



## Relief Nursery Program Coordinator

### POSITION DESCRIPTION

The Program Coordinator will work in close collaboration with the Program Manager, Classroom Teachers, and Classroom Assistants to ensure the program's success. The Program Coordinator will create and maintain working relationships with additional programs within The Olalla Center and with Lincoln County community partners to ensure program linkages and ease of access to services. This position will be a representative of the program who will be able to answer program specific questions, be knowledgeable about community resources, and work to be a known entity in the community.

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 Coordinator** supports 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:** Relief Nursery Program Coordinator

**REPORTS TO:** Program Manager

**STATUS:** Hourly

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

**LOCATION:** On-site or [Remote]work dependent upon the needs of the organization and COVID-19 restrictions and guidelines.

**VACCINE POLICY:** Olalla Center is considered to be an educational institution 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:** \$20-\$23 per hour starting range depending on experience.

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

- Optional Health Insurance
- Optional Dental Insurance
- Optional Vision Insurance
- Optional EAP Coverage
- Optional Retirement plan through Oregon Saves (Roth IRA)
- Discretionary Paid Time Off (200 Hours Per Year - Holidays deducted from PTO)
- Sick Leave (40 Hours Per Year)
- Short Term & Long Term Disability paid by Olalla Center
- Flexible Schedule

### **About Olalla Center and Relief Nursery**

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 will...

- ★ Represent Relief Nursery and The Olalla Center in a professional manner at all times.
- ★ Attend work regularly and on-time.
- ★ Relate tactfully, confidently, sensitively, and non-judgmentally with young children and their families.
- ★ Ability to recognize and record significant individual and group behaviors.

- ★ Work well with children and parents of diverse backgrounds.
- ★ Work well both independently and as a team player.
- ★ Desire to learn new skills and grow professionally into additional responsibilities/positions.
- ★ Ability to have clear communication with team members and the Program Manager.

#### **KEY AREAS OF RESPONSIBILITY:**

- ★ Perform program screening duties and schedule intake with the family, Program Manager, and Classroom Teacher/Interventionist;
- ★ 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;
- ★ Ensuring that referrals to community partners are completed and families are connected to appropriate supports;
- ★ Assist program manager with projects when needed/asked;
- ★ Help program with organization and upkeep in order to create a more efficient workflow;
- ★ Ensuring representation on community committees or advisory groups, and meetings;
- ★ Support Program Manager in development of department;
- ★ 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. (File Reviews);
- ★ Helping to create and maintain data collection procedures, analyzing data as needed;
- ★ Aiding in the classroom as needed;
- ★ Ensuring the safety of the children in the classroom, on the playground, during community events or on field trips as needed;
- ★ Maintaining a positive job attitude including positive team behavior;
- ★ Maintaining appropriate background check;
- ★ Grooming as appropriate for the job;
- ★ Reporting at regular scheduled work hours, being punctual and using an appropriate work ethic;
- ★ Writing in a clear, concise manner;
- ★ Participating in staff development activities;
- ★ Following established standards, policies and procedures;

- ★ Other Related Duties as assigned

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

**EDUCATION / EXPERIENCE :**

- ★ A minimum of an AA in business, human services, administration or work equivalent
- ★ Must possess good writing and organizational skills, attention to detail, and data entry or computer skills
- ★ Experience working with children who have experienced risk factors such as stress, trauma, or who have been systems involved
- ★ Ability to lift up to 50lbs
- ★ Have current CPR and First Aid certification or the ability to obtain within 90 days of hire
- ★ Valid Food Handlers Card
- ★ Complete required trainings provided to the employee by the Program Manager prior to working in the classroom with children and within 30 days of hire
- ★ Complete background check and register with the Central Background Registry prior to entering the classroom
- ★ Complete ongoing required training as directed by the Program Manager
  
- ★ Proficiency in computer applications: Google Docs, Google Sheets, Google Slides, Gmail, Adobe Acrobat Pro, Zoom, and a working understanding of internet search functionality

**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](http://www.olallacenter.org/employment-opportunities))
- ★ A background check is required for all positions upon receipt of a job offer.

**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 Coordinator**” Application” in the subject line and sent to:

[jobs@olallacenter.org](mailto: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 and ability to commute throughout the State of Oregon and beyond to fulfill job responsibilities required. Current valid driver’s license, safe driving record, and willingness to operate agency vehicles preferred.

Ability to lift up to 30 pounds when supporting office or facilities tasks unless reasonable accommodation is required.

Full background check.

#### **Contact Information**

Name: Sharon Abercrombie (she/her), **Relief Nursery Program Manager**

Phone: 541-336-2254

*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, gender expression, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.*