



**Phinney Neighborhood Association**  
**Whittier Program Supervisor Job Announcement, 40 hours a week**  
**Fall 2024**

### **Phinney Neighborhood Association Mission**

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

### **Position Overview**

PNA's Whittier Kids (WK) is a licensed, non-profit school age child care and preschool program onsite at Whittier Elementary School in the Ballard neighborhood. The Program Supervisor (PS) position offers meaningful work in a supportive, lively environment. WK relies on the PS for essential administrative duties, leadership and program support. The PS works alongside the WK Director in ensuring a safe, enriching, and fun experience for the children in care. This year-round, full-time position averages 50% administrative work, and 50% program supervision and support duties. The PS works an eight hour shift during program hours and reports to the WK Director.

Top candidates for the Program Supervisor position will demonstrate an enthusiasm for working with children and a dedication to providing quality programming for children, staff, and families.

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

### **Essential Responsibilities**

- Shares Summer Camp and School Break programming supervision and support rotation with the WK Director, including engaging with each classroom and providing step-in support when needed
- Provides Afterschool programming supervision and support, including engaging with each classroom and providing step-in support when needed and performing closing duties
- Acts as direct supervisor for up to 12 school age teachers, including lead teachers, teachers, and substitute teachers
- Coaches teaching staff through curriculum review and classroom observations with reflective feedback, and acts as a backup teacher when needed
- Works directly with students to encourage positive behaviors and collaborates with teachers and parents to support students
- Schedules staff and approves time off and payroll
- Reviews supply requests, purchases curriculum supplies, and reconciles credit card receipts
- Inventories and restocks consumable program supplies and classroom materials
- Contributes to all-over program planning and development
- Consistently advocates for the teaching staff

## Qualifications

- Bachelor's Degree in Early Childhood or related field, preferred
- Ability to meet the requirements of the Program Supervisor role as outlined in the Washington Administrative Code standards for licensed child care programs, required
- Child care classroom experience, including school age
- Experience with encouraging positive behavior support directly with children and through coaching staff
- Ability to develop positive relationships with children, colleagues and families
- Commitment to contributing to a culture of diversity and inclusion
- Experience with registration and/or payroll software
- Ability to cover an eight-hour daily "closing" shift: 10:00 am- 6:00 pm

## Compensation

This is a 40 hour per week Monday through Friday position paying \$26.51 - \$28.00 hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; and 8 paid holidays as well as time off between December 24 - January 1. We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

## About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at four different sites in Phinney, Greenwood, and Ballard. Current programs include two preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market, weekly folk music concerts, and other community events. The PNA serves over 23,000 people each year, has 70 staff, 1,100 volunteers, and an annual budget of \$3.6 million. The PNA is an Equal Opportunity Employer working towards a culturally diverse work place. Applicants representing the diversity of our community are encouraged to apply.

## To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [kathyv@phinneycenter.org](mailto:kathyv@phinneycenter.org).

Questions can be directed to Kathy Valencik at [kathyv@phinneycenter.org](mailto:kathyv@phinneycenter.org)