



Job Opening at Solid Ground

Job Title: Sand Point Children's Program Manager

Department: Residential Services

Supervisor: Sand Point Program Services Director

Status: Exempt

FTE: 1.0

Salary Range: 106

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

Job Summary: Provides day-to-day supervision of youth development and family programs, which includes, but is not limited to youth sports and wellness, recreation and enrichment, education, family activities, and teen programs. This position will serve on an engaging and dynamic team, playing a key role in ensuring planning and implementation of developmentally appropriate activities and lessons plans are provided to participants. This role will oversee a safe, high-quality program providing day-to-day support of the programs. Supervise and evaluate the staff and volunteers, including hiring and training, maintaining required staff/child ratios, and conducting regular staff meetings. The Sand Point Children's Program Manager plays an important part of helping maintain professional relationships with families, facility/school personnel, and the community at the Sand Point community.

Essential Responsibilities, Duties and Tasks:

- 50% **Program Supervision:** Ensures that programs are sound, and services are aligned to achieve the organization's mission and Vision 2030 strategic plan. Creatively seeks new ideas and solutions that position the program to take advantage of new funding and partnership opportunities.

Develops, in co-junction with residential services Director, systems, policies, and procedures, including appropriate service models. Provides supervision and leadership to staff under their supervision. Hire, train, and supervise staff. Provide leadership, oversight and support to facilitate day-to-day operations and delivery of services within the program. Analyze the needs of children and develop and direct the implementation of new initiatives and programs with a focus on health and safety. Provide oversight and coordination of youth related volunteer services.

- 30% **Program Development:** With the input of Residential Services Director, develop annual work plan using Vision 2030 as a guide, with a focus on program assessment and quality. Conduct monthly audits of client files and databases for each staff member to monitor quality of program services and data and ensure that program goals and objectives are met. Work with Resource Development staff in the development of grant proposals and/or fundraising activities for programs.
- 15% **Budget Management:** Prepare annual budgets and monitor regularly to ensure expenses are within budgetary guidelines. Prepare monthly, quarterly and annual expenditure and statistical reports required by various funding sources and monitor the data collected to ensure contract compliance.
- 5% **Community Involvement:** Represent program in relevant community forums, coalitions, and planning processes to lead community response to youth development.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires the following:

- a) Five years of experience in youth work, youth development, setting to homeless individuals or families, including at least two years of experience supervising staff in the provision of housing services.
- b) Two years of experience providing advocacy to victims of domestic violence within a domestic violence agency.
- c) Bachelor's degree in social work, childhood development, or a related field.

Also requires:

- Two years' experience in financial management, contracting and budgeting.
- Experience with crisis intervention, conflict resolution, child development and case management services.

Desired Qualifications:

- Bilingual in Spanish or any other languages.

Minimum Qualifications:

- Demonstrated experience in delivering programming in one or more of the following areas; childcare, youth sports, wellness, recreation, or camp.
- Demonstrated planning, program development and problem-solving skills.
- Strong customer service skills, responding to multiple questions via phone, email and in person. Ability to solve problems and resolve conflict.
- Excellent communication skills, both oral and written.
- Excellent organizational abilities, initiative, and attention to detail.
- Ability to work individually in a self-directed manner and as part of a team. Ability to promote teamwork among staff.
- Strong knowledge of computer software (Microsoft Word, Excel, and Outlook). Prior experience with HMIS comprehensive database is desirable.
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Familiarity with issues of homelessness, domestic violence and substance abuse, and knowledge of local resources available to assist individuals impacted by these issues.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.

Core Competencies:

Creates vision, client-centered focus; thinks analytically; coaches and provides collaborative team building, teamwork, initiative in program planning and management; accountability and resourcefulness; integrity, community building, racial and social justice, builds diverse workforce, communication creativity, flexible and adaptable with changing system and funding environment, achieves desired results.

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.

Physical Demands/Working Conditions: This position works in an office 90% of the time and 10% of the time in the field. Employees spend 75% of office time on computer, and 15% of office time on phone, and meetings. Work outside the office is 7% meetings and 3% driving (10%). Position requires employee to lift/carry up to 15 pounds rarely, 5-10 pounds occasionally and push/pull 5 pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs required (3-story shelter building).

Hours & Compensation: This is a regular full-time position starting pay \$87,281.00 annually plus benefits. Salary Range (\$87,281 - \$113,465) Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and

match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, marital status, amnesty, veteran status, citizenship, genetic information, political ideology, caste, ancestry or any other characteristic protected by local, state, or federal laws.