



**Phinney Neighborhood Association**  
**Whittier Kids Assistant Director Job Announcement, 40 hours a week**  
**June 2021**

### **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**

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.

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 Assistant Director (AD) position offers professional growth and meaningful work in a supportive, lively environment. WK relies on the AD for essential administrative duties, leadership and program support. The AD works alongside the WK Director in ensuring a safe, enriching and fun experience for the children in care. This position averages 50% administrative work, and 50% program supervision and support duties. Top candidates for the AD position will have a background in licensed child care, strong organizational skills and a dedication to providing quality programming for children and families. The AD works an eight hour shift during program hours and reports to the WK Director.

### **Essential Responsibilities**

- First point of contact for new families: including scheduling tours and providing guidance through the enrollment process
- Manages registration/enrollment for school year programs and summer camps, including collecting enrollment forms and deposits
- Manages monthly billing for families, follows up on account receivables and generates revenue reports. Contributes to monthly budget tracking as well as annual budget development
- Provides information on city and state subsidies to families and manages applicable accounts
- Provides classroom teachers with rosters, sign-in sheets, allergy lists and other essential documents
- Implements WK marketing activities and materials with support from the WK Director and the PNA marketing team
- Shares program supervision and support rotation with the WK Director, including engaging with each classroom and providing step-in support when needed
- Assists with hiring process, including resume review and interviewing
- Assists with teacher training, staff meetings and staff observations
- Contributes to all-over program planning and development

## Qualifications

- Bachelor's Degree in Early Childhood or related field, preferred
- A minimum of two years of leadership experience in a child care center, after-school program or preschool
- Knowledge of the Washington Administrative Code standards for licensed child care programs, preferred
- Preschool or School Age child care classroom experience with working knowledge of developmentally appropriate practices and classroom management skills
- Direct experience and/or education in administration with accounts receivable/payable
- Computer proficiency with extensive experience using MS Office, Outlook and other software as required
- Experience with registration/billing software such as ACTIVE or Procure, preferred
- Proven track record for building strong partnerships with the community, and to developing positive relationships with children, colleagues and families
- Commitment to contributing to a culture of diversity and inclusion
- Experience and interest in collaborative leadership and the ability to inspire and foster goodwill
- Excellent written and verbal communication skills
- Must be at least twenty-one years of age, able to pass a national background check and able to obtain current CPR and First Aid training and a negative TB Test within two weeks of hire

## Compensation

This is a 40 hour per week Monday through Friday position paying \$22.00 - \$25.00 hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; 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. 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 five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, 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 and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million.

## To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by July 9 at 5 pm.

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