



Program Coordinator - Kaleidoscope Play & Learn JOB ANNOUNCEMENT

Program Summary

Kaleidoscope Play & Learn is an evidence-informed Promising Practice that reaches families in their cultural and neighborhood communities through weekly, facilitated play groups. As the home and creator of Kaleidoscope Play & Learn, Child Care Resources (CCR) partners with Kaleidoscope Play & Learn Affiliates -- the community-based organizations, schools, libraries and other organizations -- that provide groups across Washington State and in various locations throughout the US. We create and provide the training, consultation, evaluation, and tool kits our Affiliates need to successfully offer Kaleidoscope Play & Learn groups in their communities.

Our program is in a period of growth and expansion. With encouragement and support of communities across the state, we are boldly moving forward to create a plan to intentionally and thoughtfully expand the program in a financially sustainable way across Washington State and beyond. Our goal is to reach new geographic and cultural communities, particularly those that experience systemic barriers due to race, income, and home language.

The Opportunity

Child Care Resources' Family, Friend and Neighbor Team is a small and mighty team that is motivated by our mission, inspired by families, committed to racial equity, and is excited about Kaleidoscope Play & Learn's future.

The Kaleidoscope Play & Learn Program Coordinator is member of the Family, Friend and Neighbor Team and is responsible for successful implementation of the Kaleidoscope Play & Learn program and for coordinating and supervising a small team. The Kaleidoscope Play & Learn Program Coordinator also works collaboratively with others on Family, Friend, and Neighbor Team to plan for and coordinate key aspects of Kaleidoscope Play & Learn program expansion.

The Kaleidoscope Play & Learn Coordinator reports to the Family, Friend, and Neighbor Program Manager.

Responsibilities

- **Oversee and supervise of all aspects of implementation of the Kaleidoscope Play & Learn (KPL) Program, including:**
 - Training, technical assistance, consultation to Kaleidoscope Play & Learn Affiliates in provision of the program

- Creating new and revising Kaleidoscope Play & Learn materials, such as curricula, tool kits, and handbooks
- Data collection
- Annual outcomes survey;
- Hire, train, and supervise Kaleidoscope Play & Learn Family Engagement Specialists;
- Create new standards and processes related to statewide program expansion and adjust existing program systems in anticipation of growth to ensure program quality and fidelity;
- In coordination with internal and external consultants, develop and implement additional evaluation that builds Kaleidoscope Play & Learn's portfolio of evidence;
- Develop and foster relationships in King and Pierce Counties and Washington State that result in new Kaleidoscope Play & Learn Affiliates and that link Affiliates to additional resources (eg, space, expertise, funding, etc.);
- Represent and speak on behalf of the program in the community, with advocacy coalitions, and government entities;
- Participate in advocacy efforts to promote Kaleidoscope Play & Learn and other FFN programs and issues;
- Provide consultation, trainings, and other support to Kaleidoscope Play & Learn Affiliates outside of Washington State;
- Develop and monitor annual budgets and service projections;
- Meet all program outcomes established internally and by funders, including reporting activities;
- Assist with the development of applications for new and existing public and private funding;
- Create and update marketing materials, information pieces, web site content, etc.;
- Other projects and responsibilities as assigned

Minimum Qualifications

- Master's degree in social work, early childhood education, child development, public administration or human service field and 4 years related job related experience; Bachelor's degree in social work, early childhood education, child development, human services or related field and 6 years job experience; or an Associate of Arts degree in social work, early childhood education, child development, human services, or a related field and 10 years related work experience. Masters preferred.
- A commitment to and proven experience in diversity, cultural relevancy, cultural humility, inclusion and undoing institutional racism required.
- Experience working with communities of color required.
- Requires at least 3 years of experience supervising employees and at least 3 years of non-profit program management.

Additional Requirements

- Skilled in and committed to advancing racial equity in program delivery, supervision, and interactions with others;
- Engaged in on-going self-exploration and growth related to race, power, and privilege;
- Demonstrated program and project management skills, including program planning, budgeting, marketing;

- Demonstrated experience in building and maintaining strong, genuine work relationships with external partner organizations and other program stakeholders from a variety of cultural communities;
- Skills in program evaluation and data collection and in using evaluation and data to inform program improvements;
- Proven ability to provide stability, to model flexibility and comfort with ambiguity, and to otherwise lead through change;
- Experience in leading and facilitating successful trainings and meetings;
- Ability to clearly and compellingly communicate with diverse audiences (community members, funders, policy makers, and others) from a variety of cultural and educational backgrounds both orally and in writing;
- Approaches work with a sense of possibility, sees challenges as opportunities for creative problem-solving, and works to find creative solutions;
- Demonstrated experience in understanding community and program needs, identifying areas for attention, and implementing effective solutions;
- Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs;
- Proven ability to work in a collaborative team environment as well as across teams within the organization;
- Strong knowledge of computer software, including Office 2013 (Word, Excel, PowerPoint and Outlook);
- Ability to travel within Washington State and nationally

Salary and Benefits

\$60,625 - \$71,323 hiring salary range

- Medical and Vision
- Dental
- 401(k) with Employer Match
- Life and Accidental Death & Dismemberment Insurance
- Long Term Disability Insurance
- Flexible Spending Accounts
- Employee Assistance Programs
- Generous Paid Time Off (new full-time employees accrue the equivalent of 21 days within their first year) plus Extended Illness Bank time off
- 9 Organization-wide Paid Holidays

To apply

Please submit a resume and cover letter to hr@childcare.org.

Application review begins September 13, 2019. This position is open until filled; please contact hr@childcare.org to see if the position is still open.