

# Program Supervisor

Full-time Position, Shelton, WA

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## About this Role

The Program Supervisor at Gateway Christian Childcare Center works directly with the staff to ensure a smooth and effective operation of our center. This role requires childcare experience and education, including the following state-endorsed certificates:

- Initial ECE Certificate (8 Credits)
- Short ECE Certificate of Specialization (8 Credits)
- State Certificate (27-32 Credits)

The program supervisor reports directly to the Center Director. This is a full-time role requiring leadership and interpersonal skill, and a love for children. In this role, you will also become a primary backup to our Center Director.

## Duties & Responsibilities

As Program Supervisor, you will be in an office leadership position that requires both administrative and interpersonal skill. Your daily responsibilities will cover everything from meeting compliance issues, to interacting with parents, shaping and training teachers, interacting with staff, and caring for children. Responsibilities will include some or all of the following:

- Ensure the center is in compliance with all local, state, and federal licensing and regulatory requirements, along with ECERS and Early Achievers.
- Observe and give feedback for all teachers, aligning with best developmental and responsible practices (WAC, ECERS, Early Achievers, etc.).
- Assist staff in planning for STARS training and other professional development.
- Ensure teachers own the cleanliness and upkeep of classrooms and childcare spaces.
- Oversee teachers in development and implementation of curriculum that is both Bible-based and current in developmental best practices.
- Maintain accurate staff files, including new staff orientations, staff training binders, leave/sick requests, staff schedules, applications, and certificates.
- Meet with parents and prospective clients and provide information and assistance (receiving payments, verifying pickup people, etc.).
- Ensure children are correctly checked in/out of GCCC, printing daily rosters for each classroom.
- Ensure all necessary supplies/toys/activities are provided for each classroom.
- Relieve staff for breaks/lunches as needed, filling in as teacher as needed.
- Other duties as assigned.



## Requirements

*We are looking for Candidates with the following skills and qualifications:*

- Mature Christian faith
- Organized and administrative
- Able to teach and lead
- Dedicated sense of ownership
- Good listener and verbal communicator
- Able to resolve conflicts
- Self-motivated
- Good under pressure and uncertainty
- Open to feedback
- Love for God, children, and families
- Strong attention to detail
- Oversight of teacher teams
- Strong interpersonal skills
- Solid administrator and organizer
- Good delegation and time management
- Adept at handling multiple priorities
- PLUS: Childcare office experience

## Wage Range and Benefits

Your starting wage will be based upon experience and skillset. We utilize comparative studies and other resources for guidance in evaluating and setting wages.

## About Gateway Christian Childcare Center

At Gateway Christian Childcare Center, our highest values are the safety of our children and sharing God's great love for them. When you visit our facility in Shelton, Washington, you will find a clean, safe, loving environment that helps children learn and grow into who Jesus made them to be. Our team members are passionate about nurturing children in their social, emotional, academic, and spiritual development, while keeping things fun for everyone. If you love sharing God's love with children and helping them learn and grow, this may be a great fit for you!

## To Apply

Applications and further information can be obtained in-person from our front office, or by visiting [www.GatewayCF.com/jobs](http://www.GatewayCF.com/jobs). The hiring point of contact for this position is our Center Director, Joni Bautista-Brown.

