We’re Hiring!

FAMILY EMPOWERMENT COORDINATOR
(Full time: 40% admissions, 25% family empowerment, 25% outreach, 10% substitute teaching.)

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration, and wonder. Through the use of outdoor classrooms in Seattle city parks, Tiny Trees eliminates the cost of a brick and mortar facility, making preschool affordable and accessible to all families and allowing us to invest in what really matters: empowering great teachers. An official partner of Seattle Parks and Recreation, Tiny Trees is opening nine locations in the Greater Seattle Area in 2016 and 2017. More information is available by watching this video from our win of SVP’s Fast Pitch Competition, listening to this KUOW interview, reading this recent article on Medium, and at TinyTrees.org.

With the help of a courageous board of directors, a capable CEO, and a gregarious director of education, we’ve built the organization needed to bring affordable, high quality, and culturally responsive preschool to scale at parks across Seattle and Puget Sound. We have hundreds of families pre-enrolled, and a plan to take us to opening day in September of 2016. What we need is a coordinator dedicated to empowering families to help make it happen. We need you!

As the Family Empowerment Coordinator you will:
Work closely with our director of education, fellow coordinator, and team of teachers to launch of six outdoor preschool classrooms in September 2016 and an additional 4-6 classrooms in 2017. This will include:

40% Admissions
- Guide families through the admissions process.
- Manage waitlists.
- Be the primary contact for new families interested in Tiny Trees.
- Ensure admissions process is meeting city and state requirements.
- Ensure culturally responsive admissions practices.

25% Family Engagement
- Help build community and empower our families as lifelong educators.
- Coordinate home visit process at all six locations.
- Coordinate family exploration weekends and evenings.
- Coordinate twice annual community gatherings.
- Develop opportunities for adult education and networking based on family interests.
- Coordinate family-teacher conferences and home visits.
- Help train teachers in how to best communicate and include caregivers in the classroom.

25% Outreach and Sales
- Represent Tiny Trees in the community.
- Build relationships with low-income, immigrant and refugee, and communities of color to ensure our student body reflects the diversity of the communities we serve.
- Build partnerships with organizations to refer students to Tiny Trees.
Be an ambassador for Seattle Parks and Recreation when interacting with the public. This may include giving directions, explaining what outdoor preschool looks like, and highlighting resources or activities in the park.

- Rock facebook, Instagram and Twitter accounts.

10% Substitute Teacher
- Be on call, in the classroom a couple days per month.

You Are:
- Passionate about equal access to education, early learning, child-directed and play-based learning, and the outdoors. You love children, equity in education, and the environment.
- Excited to not only work with children, but also with caregivers in educational and social settings.
- Engaging and easily able to communicate with students, families, and peers.
- Inter-culturally fluent and able to develop culturally responsive programs.
- Willing to work very flexible hours, including weekends and evenings as needed.
- Excited to get dirty and laugh a lot while teaching outside in all types of weather as needed.
- Able to thrive in a noisy, vibrant environment where all are expected to multi-task.
- In possession of excellent writing skills.
- Tolerant of uncertainty and change and understand that organizations continue to improve when the people who work there are adaptable, take chances, and learn from their mistakes.
- Bonus Points!
  - Multi-lingual: Spanish, Mandarin, Somali.
  - BA in Child Development, Human Services, Family Support, Early Childhood Education, or related.
  - Experience in admissions, teaching, and working with families.
  - Knowledge of Seattle community resources and opportunities.
  - Special talent (play an instrument, sing, puppetry, storytelling, knot tying, artistic, etc).

We are especially eager to hire individuals with backgrounds similar to those of the young people we serve. Multi-lingual and people of color encouraged to apply.

Job Title: Family Empowerment Coordinator
- Reports to the Director of Education and Operations.
- Office location: this position is based out of the Impact HUB in Pioneer Square (a co-working space, no fixed desk provided) and includes travel to all corners of Seattle and Burien.
- This position is Monday through Friday, full time, and paid hourly (40 hours a week).
- The position is slated to begin July 2016.
- Tiny Trees Preschool is an equal opportunity employer. Candidates who add to our diverse community are encouraged to apply.

Salary and Benefits: This is a full time, 40 hours a week position. Range is $17.79 to $18.75 an hour (equivalent to a salary of $37,000 - $39,000 a year). A health insurance stipend of $300/month is provided. Retirement benefits include a $1,200/year employer contribution after one year. Paid trainings and technology stipend. Two weeks paid time off (PTO) plus 10 holidays (PTO) and some school closure days (total paid time off: 5 weeks). Discount of up to 50% on outdoor clothing.

Apply at: Please submit a cover letter and resume with contact info for three references at tinytrees.org/about/careers. We are hiring top candidates in two rounds. Priority Deadline March 21, Final Deadline to apply April 25. Please no paper, mailed, or hand-delivered applications.