We’re Hiring!

VOLUNTEER AND TRAINING COORDINATOR

(Full time: 60% volunteer coordination, 30% community 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 recruiting and empowering volunteers and student interns to ensure every classroom has a minimum of one volunteer assistant every day. We need you!

As the Volunteer and Training 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:

30% Coordinate Apprenticeship Programs.
- Build relationships with local colleges and universities.
- Place interns and apprentices.
- Design and implement orientation and training opportunities for volunteers.
- Create a system, or pathway, to identify and develop interns and apprentices for teaching jobs at Tiny Trees Preschool.

30% Coordinate Family Volunteers
- Recruit and place family members into volunteer positions.
- Train and empower.

30% Community Outreach
- Build relationships to ensure our volunteers reflect the diversity of the communities we are a part of.
- Build partnerships with elder care organizations and other strategic partners that can provide quality volunteers.
• 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.

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.
- 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 or higher in Child Development, Early Childhood Education, Elementary Education, P-3 endorsement, Environmental Education, or related.
  - Experience with volunteer recruitment, training, and placement.
  - 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: Volunteer and Training 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.