



We're Hiring!
Admissions and Family Services Manager
CLOSING DATE: Monday, September 16th, 2019 at 5:00 PM (Priority Deadline)

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration and wonder. By creating joyful, outdoor classrooms in public parks throughout Seattle and King County, Tiny Trees makes preschool and nature accessible. Tiny Trees is an official partner of Seattle Parks and Recreation; King County Parks and Recreation and Burien Parks, Recreation and Cultural Services. Most Seattle locations are providers for the Seattle Preschool Program – Pathway, which provides free tuition at Tiny Trees for children in low income households.

Tiny Trees opened 7 locations in September 2016 & 2017 at [Camp Long](#) (West Seattle), [Carkeek Park](#) (North Seattle), [Jefferson Park](#) (SE Seattle) & John C Little Park (SE Seattle), [SAM Olympic Sculpture Park](#) (Downtown Seattle), [Cougar Mountain](#) (Renton/Bellevue) and [Big Finn Hill](#) (Kirkland/Bothell). Three new locations opened in September 2018 at [Beer Sheva Park](#) (Rainier Beach/Columbia City/Renton), [Seahurst Park](#) (Burien/White Center/SW Seattle), and [Five Mile Lake](#) (Auburn/Federal Way/Puyallup/E Tacoma). Find more information at [TinyTrees.org](#).

As our Admissions and Family Services Manager, you will:

Oversee the Admissions & Family Services Department and ensure that systems are in place to recruit and support current and prospective Tiny Trees children and families in accordance with our anti-discrimination and equity mission. Serve as a member of the Leadership Team. Duties will include:

- 60% Admissions
 - Supervise Admissions & Family Services staff.
 - Oversee management of applications/waitlists, financial aid and SPP registration process.
 - Coordinate with Department of Education and Early Learning (DEEL) for SPP enrollment and compliance.
 - Develop admissions timeline and systems.
 - Develop and manage financial assistance process.
 - Manage payment system including application fees, tuition deposits/refunds, monthly payments using Curacubby online payment system.
 - Work with contracted bookkeeper to mitigate any payment challenges.
 - Communicate with families on payment issues or concerns.
 - Ensure that classrooms meet maximum enrollment capacity.
 - Provide monthly reports on enrollment.
 - Ensure culturally responsive admission practices.
 - Works in coordination with the Education Director to develop the annual school calendar.

- 25% Family Engagement
 - Develop goals and budget for community building, family education and engagement, and outreach/recruitment events.
 - Provide resources for teachers and families.
 - Works in coordination with Education Team to develop policies and procedures for families.
 - Organize annual classroom orientations.
 - Purchase and facilitates delivery of rain suits; utilize volunteer groups to help with the process.
 - Ensure that parent grievances are addressed by program supervisors.

- Develop and facilitate channels for family feedback (annual survey, exit survey, contact us form, parent groups) and report recommendations for adjustments.
- Works with Partnerships Manager to facilitate organization-level relationships that benefit families.
- 15% Oversee Outreach and Recruitment
 - Organize site tours, open houses and family info nights.
 - Identify and coordinate participation in community events, including staffing and ordering/designing materials.
 - Works with Communications & Philanthropy manager to produce Organization-wide newsletter content and social media posts.
 - Create monthly school-wide family engagement newsletter.

You Are:

- Data and database savvy including Excel, Google Sheets, and Salesforce.
- 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 families 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.
- Able to work flexible hours, including weekends and evenings as needed.
- Able to thrive in a noisy, vibrant environment where all are expected to multi-task.
- In possession of excellent writing skills.
- Rocks administrative systems and office life, including daily phone calls, emails, and run-ins with a photocopier.
- Bonus Points!
 - Multi-lingual
 - Experience and/or education in data science.
 - BA in Child Development, Human Services, Family Support, Early Childhood Education, or related experience.
 - Experience in school-level enrollment, teaching, and working with families.
 - Knowledge of Seattle/King County community resources and opportunities.

Job Title: *Admissions and Family Services Manager*

- Reports to the Executive Director.
- This is an exempt, full time position (40 hours per week, Monday-Friday).
- Location: This position is based out of [the Impact HUB](#) at 220 2nd Avenue in Pioneer Square.

Salary: Salary range is \$45,000-\$50,000 annually

Benefits:

- Health insurance: employer-provided Gold level health care plan from Kaiser Permanente.
- Retirement benefit: 3.75% annual salary contribution starting after one year of employment.
- Paid training: \$350 Professional development stipend.
- Discounts on outdoor clothing.
- 80 hours paid time off (PTO) plus 10 holidays and some school closure days (total paid time off a yr: 5 weeks).
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or at work.

Apply: Please submit a resume, cover letter and 3 references through our website: <http://www.tinytrees.org/about/careers>. **Closing date: Monday, September 16, 2019 at 5 P.M.** This position requires successful reference and background checks.

Commitment to Equity

Tiny Trees Preschool welcomes all children, all families and all staff members and works every day to create an emotionally and physically safe space for every child, family member, and staff member while challenging our community to think critically about bias and systemic oppression. Tiny Trees believes that having a community of individuals with diverse backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer that celebrates and honors diversity and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel. We strongly encourage applications from people of color, immigrants, male-identifying educators, people with disabilities, members of the LGBTQ community, non-binary applicants and other underrepresented and historically marginalized groups.