Overview:
Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Then check us out.

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

The College of Hope Facilitator and Childcare Supervisor role is multi-faceted. The facilitator is to create a welcoming environment for attendees (remote and in person), ensure dinner is served to attendees and their children and provide support to College of Hope instructors. This role acts as the “lead” staff person with regards to the College of Hope childcare, transportation to and from class, managing and logging any incidents which may occur.

Benefits Package:
- Washington Paid Leave Accrual
- Employee Assistance Program
- Supplemental Insurance
- Core trainings and ongoing organizational development
- Dedicated Fun Hub committee to providing events, celebrations and ongoing activities
- Discounted tickets to events

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<tr>
<th>Title:</th>
<th>Facilitator and Childcare Supervisor</th>
<th>FLSA:</th>
<th>Non - Exempt</th>
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<td>Salary Range:</td>
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**Essential Job Duties:**

**Facilitation**
1. Provide a safe learning environment for the class attendees and provide support to instructors, with online or in-person classes.
2. Prepare online or physical class room and materials in advance for easy transportation to training sites.
3. Confirm and prepare childcare activities per session.
4. Send reminder emails, calls/text day before class to all registered attendees
5. Greet, support and orientate volunteers
6. Welcome families and instructors
7. Moderate Classrooms, provide instructor facilitation; breakout rooms, handouts, muting and turning camera offs
8. Record classroom attendance
9. Provide smooth transition at the end of dinner time
10. Support and provide supervision of childcare staff/volunteers during the training event
11. Ensure the safety and well-being of staff and participants according to COH Safety Plan
12. Promote future courses during dinners for in-person trainings or at the end of Zoom classes
13. Track participant attendance and/or other changes
14. Ensure completion of required evaluation forms at the end of each class
15. Verify all relevant data is collected accurately and sent to the in a timely manner
16. Support staff in managing any behavioral challenges during childcare using COH Safety Protocols
17. Promote future classes at end of classes
18. Transfer data to back up folder on HH network once a month

**Meal Preparation for In-person Classes**
1. Transport food and supplies to various locations
2. Clean serving area and supplies
3. Prep leftovers

**Non-Essential Job Duties:**

**Back-Up Van Driver**
1. As needed the Facilitator will provide transportation for families to and from the College of Hope.
2. Pick up families at various housing sites throughout Snohomish County and safely transports them to the location of the class and return them back to their homes after class.
3. Ensure that all passengers are securely fastened into proper car seats/seat belts.
4. Log start & destination site, beginning & ending mileage, and number of passengers transported
5. Track all changes in route
6. Report mechanical or any other difficulties to supervisor immediately
7. Assist with routine office work as required.
8. Assist with routine cleanup as required
9. Assist with office tasks as assigned
10. Other tasks or responsibilities as assigned to keep the center safe, clean and healthy.
Requirements:
- At least 18 years of age
- Valid Washington State Driver’s license with an excellent driving record for prior two years
- High school diploma or GED equivalent or in the process of obtaining the diploma or GED equivalent
- Negative TB test completed
- Infant/Child CPR & First Aid certification, or obtained within 30 days of hire
- Food handlers permit required
- Criminal history & background check
- Ability to work evenings, follow written and verbal instructions
- Must enjoy working with children
- Dependable, reliable and willing to commit to the schedule
- Physically able to perform the activities required by the position

Preferences:
- Zoom or webinar experience preferred
- Software troubleshooting experience

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.