



Job Announcement

*Do you like working with children and families and want to make an impact in your community?
Are you passionate about education and sharing learning experiences? TCF is looking for you!*

We Are:

- Lake Tahoe Based non-profit with a passion for supporting families and our community
- A space for children ages 0-5 years to explore, learn, and grow
- Parent education center to field questions, provide informative classes, and support families every day
- A supportive, passionate, and fun work environment

You Are:

- An educator with a bachelor's degree who has a passion for teaching and supporting children.
- Technologically fluent - MS word/excel proficient, efficient with email and other e-communication, able to learn new software programs
- Able to communicate in Spanish and connect with ESL families (conversational Spanish skills preferred)
- Experienced in early childhood and parenting education

The Position:

The compensation is \$30,000 annually, depending on qualifications. This position averages 30-34 hours per week. The Program Administrator will be responsible for the organization, delivery, and management of TCF's core programs. The Program Administrator will work with TCF staff to develop programs that align with TCF's mission and strategic plan. As part of a small, dynamic staff of 4-6 employees, each team member contributes to all aspects of the organization.

Typical Day for TCF's Program Administrator: Open TCF and set up the Toddler Room with morning with play/learning opportunities, greet and interact with the children and their parents or caregivers, participate in or lead morning circle (primarily songs), monitor children while adults attend a parenting class, manage attendance and membership information, meet with other staff members to plan, reflect, and set goals.

Each day you will help children practice new skills to reach age-appropriate milestones. You will maintain friendly and trusting relationships with our families, TCF staff, and our Board of Directors.

In the afternoon you will assist with other activities such as fundraising, monthly class calendars, office management, and marketing (e.g. social media posts, newsletter).

Why Should You Apply?

- Work with a dedicated, fun, and caring staff and have a flexible schedule.
- Support young families during this critical period and help provide a vital service to the North Lake Tahoe region.

**All interested candidates please email resume and cover letter to
TCF Executive Director Kim Warren at kim@tcfkids.org.**

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