



Center Director

New Horizon Early Childhood Education Center

1111 Fishhook Park Road, Prescott, WA

Located in the Vista Hermosa Community at Broetje Orchards

JOB TYPE: FULL-TIME w/ OPTIONAL BENEFIT PACKAGE

SALARY: Competitive

REPORTS TO: Director of Education, Vista Hermosa Foundation

The Vista Hermosa Community was established in 1990 to provide a safe, supportive community for families near the workplace. The Vista Hermosa Foundation operates a number of on-site programs to promote life-long learning and holistic transformation in people's lives. NHECEC is part of this program team, caring for children 1 month to 5 years old.

JOB OVERVIEW: DIRECTOR OF NHECEC

The Director provides leadership and management necessary to foster a positive and safe environment for children and staff, achieve high quality outcomes, and partner with our parents and community in accordance with the mission, vision, and values of our early learning center and Vista Hermosa Foundation. The Director works in partnership with the Director of Education and the NHECEC Instructional Supervisor. We are seeking a positive, energetic, and inspiring leader who desires to work in a special place with an amazing team.

JOB GOALS

Every student and staff member will be known deeply, loved unconditionally, and growing and learning holistically.

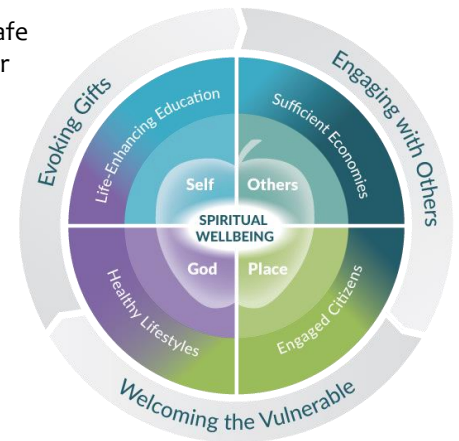
JOB DUTIES AND RESPONSIBILITIES

Effectively lead all aspects of the center, including:

- Manage comprehensive communication with staff and families.
- Organize and conduct staff meetings, workshops, and other center functions.
- Foster a vision for improvement including leadership with strategic planning, monitoring and evaluation. The director is responsible for monthly reporting, setting annual goals and reporting to the Vista Hermosa Community Board of Directors.
- Partner with the administrative assistant on needed reports, documentation, billing, etc.
- Steward a \$1 Million annual budget, resources, and assets.
- Establish and maintain a professional and strong relationship with state licensing authorities.
- Recruit, hire, train, and evaluate staff. Partner with the Instructional Supervisor to support staff in becoming the best they can be.

QUALIFICATIONS

- Bilingual
- Child Development Associate (CDA) Certificate; Infant/Toddler and Preschool ages
- 3-5 years of Director experienced in a licensed child care center is preferred. A minimum of 2 years of early childhood experience is required.
- Reliable with strong character and values. Will serve as a role model for others in the center and embody trauma-informed and servant leadership principles.
- Excellent oral skills (English/Spanish) to articulate the goals and objectives to staff, parents, general community and center partners.



**Vista Hermosa Foundation
Theory of Change**

Interested applicants: Please send cover letter and resume to Eric Sobotta, Director of Community Education at erics@firstfruits.com