

SANCA is Hiring!



Position:

Every Body's Circus Manager

Anticipated start date of September 2018

Description:

The Every Body's Circus Manager is responsible for the day to day operations and the annual success of the program as well as providing individual and group lessons for up to 20 clients. The Every Body's Circus program works to provide Individual and Group Lessons, Group Classes with Inclusion, Field Trips and Camps to children with socio-emotional, developmental and physical disabilities. The EBC manager is also responsible for managing EBC staff and acting as a resource for parents and other coaches in the school. The EBC program is a part of the Social Circus Department and the EBC manager reports to the Social Circus Director. The EBC manager works with mostly school age children with diagnoses such as Autism, PTSD, mood disorders and some physical disabilities. We don't turn children away for lack of funds and we are committed to access. If a child wants to do circus, we figure out how to help them do it.

Reports to: Social Circus Director

Job Duties and Responsibilities:

Programming:

- Maintain and grow EBC program
- Coach up to 20 individual students
- Implement student intakes and assign student appropriately to programs
- Monitor and evaluate students' progress and modify learning plans accordingly
- Maintain accurate records of students
- Have quarterly meetings with parents of students to track progress

Administration:

- Attend weekly meetings with Social Circus Director
- Attend bi-weekly meetings with Behavioral Support Manager and EBC staff
- Communicate with parents and community
- Manage billing and invoicing
- Produce scholarship reports

Staff Management:

- Oversee EBC coaches
- Communication - Ensure staff and managers are kept abreast of upcoming changes to procedure or policy

Qualifications:

- Passion for SANCA's Mission and Vision
- Masters in Social Work/Counseling/Teaching or related degree desired
- Experience working with children in a mental health setting
- Strong communication skills: in-person, phone, written
- Self-motivated and the ability to work collaboratively
- Strong leadership skills: mature, patient and organized
- 2+ years in a leadership position
- 5+ years experience teaching/coaching circus or gymnastics a plus
- Sense of humor a must

Compensation:

40 hours/week, \$38,000 - \$42,000 annually

Access to Employment Assistance Program for employee and family members

Access to facility equipment and classes, including classes for family members

Health Insurance

Vacation and Sick/Time Accrual

To apply, please send your resume and cover letter to recruiter@sancaseattle.org with 'EBC Manager' in the subject line