



**FAMILY VILLAGE
IS HIRING!**

VILLAGE DIRECTOR

LOCATION: Fort Collins

1815 Yorktown Ave (in Foothills Unitarian Church)

Start date TBD – Fall 2024

APPLY HERE!

OPPORTUNITY:

Oversee the daily operations of Family Village. Full time (25–35 hrs/wk). Pay \$22–\$26/hr DOE –potential to be a salaried position. Childcare costs waived for your own child(ren)'s care. Paid holidays, 401k program, flexible time off and potential employee ownership opportunity.

The Village Director is the community-building backbone of the Village and is integral to creating connections, both within the Village and with community organizations and leaders beyond our doors. They are responsible for fostering a welcoming and values-aligned environment for members, prospective members, employees, community partners and guests and are integral to creating a culture where families and community thrive. In addition to developing and promoting programming that serves the community's needs, the Village Director oversees the daily administrative operations of the Village. This includes managing accounts, staffing needs, policies and procedures, budgeting and more. Together with the FV Vision Keepers, the Village Director leads the community in implementing the Family Village values and priorities to ensure the safety, success and satisfaction of all involved.

ABOUT FAMILY VILLAGE:

Family Village is **disrupting** the status quo of **work-life balance** for parents of young children by providing a proven, **gap-filling childcare solution** that is transforming **parental wellbeing**, driving **entrepreneurship among women and mothers**, leveraging **under-utilized real estate (via churches)** and **generating community wealth** in the process through our consumer- and worker-owned cooperative model. Our mission is to resource parents as both changemakers AND diaper changers by **creating space for collective entrepreneurship, communal caretaking & the decolonizing of cultural norms**. We've served 250+ families in Boulder County and Denver since 2018.

RESPONSIBILITIES:

- Welcome and engage members and guests by maintaining warm, inviting spaces, providing tours, building connections between members and managing/developing programming to meet the ever-evolving needs of the community
- Cultivate an atmosphere that meets parents where they're at, helps them feel seen and supported beyond their roles as parents or professionals, and encourages them into deeper connection with themselves and others.
- Model healthy nervous system regulation for children, staff and parents and engage community support to aid you when you find yourself needing a break, helping to reinforce our culture of community care by leading by example.
- Develop connections with local values-aligned, like-serving organizations, businesses and leaders to create a network of support for member families and identify potential marketing, programming or sponsorship opportunities
- Foster harmonious, collaborative relationships between members of families, staff, volunteers and church representatives to create an environment of mutual respect, benefit and growth. Attend to conflict in ways that seek to engage greater trust, respect and accountability.
- Conduct regular staff meetings and performance reviews to foster a collaborative, efficient and high-rapport work environment. Nurture staff members to develop themselves personally and professionally and support them in staying resourced and engaged (i.e. ensuring they are able to participate in community wellness offerings, share their unique gifts and take initiative when appropriate.
- Coordinate with the Childcare Manager to support in children's programming, snack and supplies management, implementation of policies and procedures, attending to conflict and behavioral issues, etc. Step in to supplement childcare staffing needs (or enlist parents in doing so) during moments of high-intensity or when supporting staff to partake in wellness services, etc.
- Manage and maintain operational systems and procedures including: CMS system, newsletters, member account changes, restocking supplies, staff scheduling, tracking payroll and budgeting (in coordination with the leadership team) and attending to facilities needs (in coordination with church leadership)
- Collaborate with Village Director/Managers at other Family Village to identify best-practices, support one another, cross-train staff, job share, problem-solve, brainstorm and expand the vision and viability of Family Villages everywhere.
- Contribute to the creation of social media content and promotional materials for events and programming, including newsletters or emails to keep Villagers abreast of upcoming events, relevant information, changes in plans/procedures, closures, etc.

RESPONSIBILITIES CONTINUED:

- Embody the Family Village mission and values: 1) being increasingly resourced and resourceful, 2) decolonizing our business practices, 3) leading from your intuition and integrity and 4) creating an atmosphere of cooperation and collaboration. The best way to care for kids is to resource their parents (and sometimes, that means letting yourself receive the care YOU need from the community too).
- Work to expand our community's sensitivity to and capacity for creating a safe, welcoming and inclusive culture for historically-excluded humans.
- Dream into your bigger vision for this space and let that enthusiasm inspire conversation and collaborations.
- Protect client confidentiality and refrain from discussing anyone's sensitive or personal details publicly or in front of the kids. Keep all documentation with personally-identifying information in a secure location.
- Comply with all policies, procedures and regulations established by the Family Village Board of Directors and/or the people we rent space from.

WE ARE LOOKING FOR SOMEONE WHO:

- Has experience with (and/or enthusiasm for) community building and decolonizing business practices
- Is enthusiastic about becoming a leader of the Family Village community by supporting our mission of caring for kids by caring for their parents
- Can expand our capacity to create a safe and nurturing environment for BIPOC, LGBTQIA and differently-abled community members

TO APPLY:

[Click HERE to complete the job application](#). Be prepared to upload your resume, cover letter and three professional references as part of submitting your application. Email us at hello@familyvillagecoop.com with any questions.