abused Deaf women's advocacy services

Children and Families Program Manager

Lead a program where children, youth, and families can access thoughtful, accessible support shaped around safety, connection, and choice.

EMPLOYMENT Full-Time, Non-Exempt	**REPORTS TO** Co-Director (Programs)
LOCATION Seattle, Washington	**SCHEDULE** Monday-Friday, with occasional evenings and weekends.

ABOUT ADWAS

Abused Deaf Women's Advocacy Services (ADWAS) supports Deaf, DeafBlind, and DeafDisabled survivors of domestic violence and sexual assault and provides prevention education to the community.

WHY THIS ROLE MATTERS

The Children and Families Program Manager leads the day-to-day direction of ADWAS's Children and Families Program. This is a hands-on management role that combines program planning, staff supervision, family support, and direct service when needed. The manager supervises the Children & Youth Advocate and Educator, coordinates groups and family activities, oversees program operations and documentation, and serves as Camp Director for ADWAS's annual children's camp.

Responsibilities

Program Coordination and Family Support

- Plan, coordinate, and evaluate accessible, trauma-informed activities and services for children, youth, and families.
- Coordinate children's groups, family activities, educational opportunities, and seasonal programming in collaboration with program staff.
- Engage caregivers in planning services that respond to children's needs while respecting survivor choice, safety, and confidentiality.
- Coordinate schedules, supplies, referrals, community partnerships, and communication with participating families.
- Provide direct advocacy, group facilitation, or childcare as needed to maintain continuity of services.
- Oversee the playroom and other children's program spaces, including supplies, accessibility, and safe use.
- Coordinate childcare coverage when caregivers participate in ADWAS services, court dates, meetings, or related appointments.
- Ensure staff follow agency procedures for child safety, crisis response, confidentiality, and incident reporting.

Supervision and Team Leadership

- Provide day-to-day supervision, coaching, training, work assignments, and performance feedback to the Children & Youth Advocate and Educator.
- Set program priorities, coordinate staff schedules and coverage, and review services and documentation.
- Recruit, orient, train, and schedule childcare workers and program volunteers in collaboration with agency leadership. Maintain required worker and volunteer records.

Annual Children's Camp

- Serve as Camp Director for ADWAS's annual children's camp, including planning, scheduling, staffing, enrollment coordination, and program preparation.
- Coordinate age-appropriate activities, accessibility, supplies, safety procedures, and communication with families and camp staff.
- Oversee camp implementation and complete follow-up, evaluation, and reporting after camp.

Documentation and Team Responsibilities

- Maintain accurate, timely, confidential program records, participation information, and reports required by ADWAS.
- Participate in staff meetings, training, and cross-program collaboration; uphold ADWAS's mission and core values.
- Perform other related duties as assigned.

Required Qualifications

- Fluency in American Sign Language and involvement with Deaf or DeafBlind communities.
- Experience coordinating children's, youth, or family services and supporting survivors or families experiencing trauma.
- Experience supervising or guiding staff, volunteers, or program teams.
- Ability to plan accessible activities, organize schedules and records, and communicate effectively with children, caregivers, and coworkers.
- Understanding of professional boundaries, confidentiality, child safety, and culturally responsive, trauma-informed practice.

Preferred Qualifications

- Experience directing camps, youth programs, or community education activities.
- Knowledge of domestic violence and sexual assault and their impacts on children and families.
- Knowledge of child development and the experiences of CODAs.

Essential Functions and Work Environment

ADWAS will work with employees with disabilities to provide reasonable accommodations for essential duties.

- Work with children, families, and coworkers in program, office, and community settings.
- Use a computer and standard office equipment to prepare program records and materials.
- Respond to changing program and safety needs in accordance with agency procedures.
- Supervises the Children & Youth Advocate and Educator.

Equal Opportunity

ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply. ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental, or physical disability. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. This policy of nondiscrimination shall be posted in conspicuous places and made available to all applicants.