

Job Opportunity

Title: Early Childhood Program Manager

Department: Program

Supervises others: Yes

Reports to: Program and Community Engagement Director

Position Type: Exempt/Full-time status

Salary: \$50,000 - \$60,000 annually

Hours: Exempt

Location: 919 E. Jefferson St., Phoenix, AZ

Remote Eligibility: No

Telework Eligibility: No

POSITION SUMMARY

Rosie's House, one of the nation's largest free music education nonprofits, seeks an **Early Childhood Program Manager** to help shape the future of our growing programs. This full-time managerial role—one of four program management positions—oversees the **early childhood music program** and teaches music classes in our **afterschool program**. The position includes:

- **Supervision of teachers for Start With Music (ages 0 – 3 with their parents)** - Through interactive songs, rhythmic play, and music-based games, children build essential skills in communication and socialization.
- **Teaching responsibilities for:**
 - **Music Exploration (ages 4 - 5)** - Children develop academic readiness and skills in communication and socialization through thematic interactive songs, rhythmic play, and music-based games.
 - **General Music (grades 1 - 2)** - Afterschool classes that introduce music literacy and techniques for playing instruments (piano, violin, percussion, and voice)

RESPONSIBILITIES

Program Management

- Lead application and enrollment processes
- Coordinate and maintain class schedules
- Supervise and support early childhood teaching staff
- Design and implement assessment tools (e.g., surveys) to evaluate outcomes and drive improvement
- Prepare and present reports on student progress and program metrics
- Partner with community organizations to identify outreach and expansion opportunities

Teaching

- Develop and deliver high-quality early childhood music curriculum
- Teach **Music Exploration**: 45-minute classes, 12–14 students
- Teach **General Music**: 60-minute classes, 12–14 students
- Promote student engagement, musical skills, and family involvement

Communication

- Maintain regular communication with families regarding class activities and student progress
- Report key updates to internal staff and stakeholders

Other

- Contribute to a workplace culture that values collaboration, respect, professionalism, accountability, and mission focused decision-making
- Foster a welcoming and inclusive environment for all families
- Support building operations and implement safety protocols during program hours
- Represent Rosie's House professionally in the broader community

ESSENTIAL QUALITIES

The ideal candidate will:

- Enjoy working with early childhood and elementary grade students
- Feel confident singing and leading musical activities
- Demonstrate excellent communication and customer service skills
- Approach work with enthusiasm, inclusivity, and empathy
- Hold themselves accountable to high standards of quality and integrity
- Be passionate about music education and youth development

EXPERIENCE AND QUALIFICATIONS

Required

- Bachelor's degree and 2 years teaching experience, or 6 years equivalent youth development experience
- Fingerprint clearance card (or ability to obtain one)
- Proficiency with Microsoft Office Suite applications
- Valid driver's license and vehicle
- Ability to lift and carry 20-30 pounds

Preferred Experience

- Bachelor's degree in Music or Education
- Bilingual in Spanish

SCHEDULE

- **Work Hours:** Monday – Thursday, 10:00am–6:00pm; Saturday, 8:00am– 1:00pm
- Some evening or weekend hours required for special events and projects
- Modified hours during school breaks and summer
- **Start Date:** Immediate

BENEFITS

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days of paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also provides short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Family Leave: Rosie's House offers 3 months of paid family leave in the event of welcoming a new child into your family.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

HOW TO APPLY

Please submit your cover letter, resume, Employment Application, and Safety Application to employment@rosieshouse.org using **Early Childhood Program Manager and your name** in the subject. The Employment Application and Safety Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

Rosie's House believes that a diverse staff is critical to the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant based on age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs eleven staff and 23 part-time highly trained music educators and has an annual operating budget of approximately \$2,500,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 800 youth, ages 0-18, with opportunities in early childhood, piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit www.rosieshouse.org