



Early Childhood Education Coordinator

Status: Full-time, non-exempt

Salary: \$27-30/hr, DOE

Full benefits package including medical, dental, vision, long term disability and life insurance, and PTO.

Reports to: Executive Director

Position Purpose:

This is an exciting opportunity to use your knowledge and experience to create a new department at the Community Resource Center of Stanwood Camano. The primary role of this new position is to develop strong relationships with families/caregivers in order to provide support, assist in meeting the needs of their children, provide service coordination, promote positive parent-child relationships and interactions, and provide child development education. Also important is to build relationships with community resources that can further assist families to meet their needs.

Essential Job Duties and Responsibilities:

Program Services and Development Duties:

1. Identify curriculums and implement programs and services based on the needs of our children and families in the Stanwood-Camano community. The CRC-SC's programs and services are meant to incorporate family support principles, based on best practices and current research, be adaptable, and resilient. Programming should also be evidence based and not a duplication of current community services and programs whenever possible.
2. Coordinate schedule and facilitate the majority of programming. Build relationships with our families/caregivers of youth 0-5 years old, through programming such as Kaleidoscope Play and Learn Groups, Parenting Wisely, Circle of Security Parenting Classes, etc. and support the Making Life Work Collaborative in its Kindergarten Readiness 360 Initiative.
3. Create and/or maintains relationships with local schools, youth organizations, partner agencies and local businesses to provide quality programming.
4. Act as a liaison for CRC-SC in the community. Represent the mission and vision of CRC-SC and attends related meetings and events.
5. Develop and implement data collection methods to ensure accurate data collections and reporting.
6. Ensure the completion of monthly and quarterly data and surveys as required by funders and as directed by the executive director.

General CRC Job Duties:

1. Keep current with research, literature and best practices as related to family support principles, community support, and child development.
2. Perform some administrative functions as needed: answer and route telephone calls, check agency voicemail and route messages, greet, and assist customers.

3. Keep current with center operations and procedures; assist in center operations when needed; responsible for opening-up and closing duties as applicable; responsible for correct procedures of receipting, documenting, and safe storage of program money.
4. Other duties as assigned, related to the general functions as outlined above.

Skills Required:

1. *Customer focused:* Striving for high client satisfaction, going out of the way to be helpful and pleasant, making it as easy as possible on the client.
2. *Coach-ability:* Being receptive to feedback, willing to learn, and embrace continuous improvement.
3. *Collegiality:* Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
4. *Initiative:* Taking ownership of the work, doing what is needed without being asked, following through on tasks and assignments.
5. *Efficiency:* Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Minimum Qualifications:

- Bachelor's degree in early childhood education or related field, or 5 years of relevant experience which may include a combination of education, training, volunteer, and previous work experience.
- Strong knowledge and understanding of early childhood development and ability to relate well with parents/caregivers and infants and toddlers. Capable of relating well to individuals from diverse backgrounds, cultures, education levels and varied socio-economic backgrounds.
- Ability to communicate clearly and effectively, both verbally and in writing, with people from a variety of cultural, economic, and ethnic backgrounds; individuals with disabilities hindering communication; and individuals lacking fluency in verbal or written English. Utilizes proper grammar, spelling, punctuation, and composition.
- Working knowledge of Microsoft Excel, Outlook and Word. Ability to perform thorough internet searches, accurately complete data entry logs and clearly transmit information through email. Ability to work effectively with specialized software applications.
- Flexible Availability: Must be able to work some evenings and weekends as dictated by client/program needs.
- Must possess a valid WA State Driver's License, have automobile insurance, and able to use own vehicle on the job with mileage reimbursement.
- Spanish language speaker a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The CRC-SC may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to walk, talk, bend, stoop, lift carry, push, pull, climb or balance, sit or stand for extended periods, reach with hands and arms, use hands to manipulate or feel, hear sounds, and have the ability to lift 30lbs.