

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

CHILD CARE RESOURCE COORDINATOR

Job Description

Purpose

To promote quality child care through professional development of child care providers and technical assistance to child care providers.

Essential Responsibilities

1. Provide on-site technical assistance and coaching to child care providers in centers, homes, and preschools, in order to promote safe, nurturing child care
2. Provide phone assistance and support to child care providers about child care regulations, training opportunities, and quality issues
3. Plan or assist with a training calendar for child care providers and provide training registration services
4. Deliver training to child care providers
5. Maintain records of training events
6. Organize, promote and maintain resource library for child care providers
7. Maintain confidentiality of information
8. Participate in agency staff meetings and community events and needed and available.
9. Other duties as required by funder or as assigned.

Qualifications/Requirements

- High level of knowledge about child development, quality child care and early education
- Skilled in training and coaching adults
- Computer proficient
- Able to communicate respectfully and effectively with providers of diverse needs and backgrounds
- Four year degree in early childhood education or a related field (or an equivalent combination of education and experience) plus experience in child care, child development or a related field

SUPERVISION: Reports to the Program Director

PHYSICAL REQUIREMENTS:¹

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
- Travel and some evening and weekend work will be required

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.

December 2016

Position Status: Regular, Full-time
Classification: Grade 15, Non Exempt
Salary Range: \$ 32,421 Hiring Rate, minimum experience
\$ 34,043-38,770 based on experience & qualifications