



Job Posting #10001

Date Posted: April 9, 2017

Child Development Program Coordinator

Job Title & Code	Child Development Program Coordinator (First 5 Program Funded)
Job Hours & Work Week:	Part-time, 10-15 hours/week (10 hours/week during first 90 days)
Rate/Salary:	\$14.00 - \$17.00 per hour DOE
Benefits Offered:	Some Holiday Pay
Reports To:	Executive Director
Closing Date:	April 24, 2017

Position Summary

The Child Development Program Coordinator is a First 5 Siskiyou Children & Families Commission funded position that will plan, coordinate, organize, deliver and lead programs and activities to support families with children prenatal through age 5 focusing on school readiness, social and emotional health and early literacy.

Education and Experience

A combination of experience and education/training that together demonstrate the ability to successfully meet the position qualifications including a strong knowledge of child development, extensive experience working with children prenatal to five years of age and their families in an early childhood setting or family support field. Preference shall be given to candidates with a minimum of 13 units in child development coursework or a related field.

Position Requirements

- Must possess a valid California Driver's license and have access to reliable transportation
- Must maintain current vehicle insurance and meet the HCCA's automobile insurability requirements
- Consent to and pass criminal background check and complete fingerprinting upon hire
- Adhere to Community Center policies and procedures
- Must attend all required trainings to increase knowledge of program processes
- Current First Aid and CPR Certification or able to complete upon hire

How to Apply

Visit www.hccommunityaction.org for a full job description. Interested applicants should submit a Cover Letter, Current Resume and Application by email to hccommunityaction@gmail.com. Cover Letters should state your approach to early childhood learning & development and include your vision for the First 5 Program in Happy Camp. Selected applicants will be contacted to schedule an interview.

Please write "Job Application" in the Subject line. The closing date for this position is April 24, 2017.

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Responsibilities

Provide best practices and evidence-based models and strategies in the administration of child development programs such as, but not limited to:

- Art and creative expression activities
- Oral language and literacy
- Motor development and physical activity
- Opportunities for social skill development related to their child's healthy development
- Health, nutrition and physical activity
- Parent/caregiver volunteer leadership and advocacy opportunities

Coordinate, lead and support the Community Center in outreach, engagement and education activities in the Happy Camp and mid-Klamath region to inform families and caregivers of the long-term benefits to a child who experiences the following activities and support:

- Physical well-being and motor development
- Positive social and emotional development
- A love and curiosity for learning
- Early literacy and oral language development
- Cognitive development and general knowledge

Partner with other organizations, agencies and entities (schools, family child care providers) to increase the capacity and knowledge of the community on the importance of the First 5 years, the First 5 system of services and the programs and services of Happy Camp Community Center

- Assist parents and caregivers in identifying strategies, programs and services that can be of support to the families
- Participate in required trainings and meetings
- Develop supportive and positive relationships with families, community partners, etc.

Qualifications

Communication/Language Skills:

- Excellent written and oral communication skills
- Strong interpersonal skills and the ability to relate to individuals whose value systems and behaviors may differ from the Child Development Program Coordinator
- Ability to read and interpret documents

- Maintain a professional, confidential work environment
- Ability to comprehend written and oral instructions
- Ability to effectively present information and respond to questions from parents, HCCC team members, community partners and the general public
- Develop and maintain collaborative and respectful working relationships with families, children, team members and others
- Experience and ability to conduct community outreach as necessary for program implementation
- Knowledge of child development and age-appropriate behavior

Working Conditions:

- Ability to travel between sites and to offsite events in the region as appropriate
- Work performed in both an office setting and other community spaces for children including schools, etc.
- Occasional travel to trainings, meetings and other programmatic activities (in and out of the county).
- Ability to work non-traditional hours as needed
- Ability to be flexible, proactive, adaptable and able to work in a fast-paced and changing environment
- Ability to plan, organize, prioritize and multi-task
- Occasional lifting of 25 pounds or more

Education and Experience

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Other Qualifications

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- Adhere to Community Center policies and procedures
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Operating Principles

Employees of the Happy Camp Community Center (HCCC) are expected to work in a manner consistent with the following principles:

- Must work and act as a team player in all interactions with the HCCA Board of Directors, staff, volunteers, program funders and other community partners
- Project and maintain a positive image of the HCCC with all contacts during the course of work
- Develop and maintain collaborative and respectful working relationships with clients, staff community partners, project funders, etc.
- Committed to consistently providing quality service

Interested applicants should email their cover letter, application and resume to hccommunityaction@gmail.com. Please write "Job Application" in the Subject line. The deadline is April 24, 2017.