



Early Learning Coordinator

Purpose: The Early Learning Coordinator will support the organization's mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, trustworthiness, accountability and commitment to the community. The ELC is responsible for planning and implementing community-based Play & Learn groups for children not enrolled in child care, using the Kaleidoscope model. Sessions model for parents and caregivers how to leverage children's play interests to support their skill development.

Responsibilities:

Build Relationships

Develop connections with sites agreeing to host Play & Learn groups across the 3-county region. After establishing venues, schedule and maintain a calendar for sessions with the goal to build to 5 weekly groups. Create and distribute outreach materials to enroll families with young children. Supervise a supporting assistant staff position, as well as volunteers who may participate in service delivery. Support parents/caregivers as needed in connecting with additional community resources, and maintain good working relationships with host sites and family members. Represent BRPFC at community events and meetings.

Establish & Facilitate Play & Learn groups

After successfully completing the Kaleidoscope facilitator training, develop lesson plans for sessions with caregivers and young children. Activities and materials should support engagement in play for infants, toddlers and preschool-aged children, modeling strategies for maximizing skill development during play for parents and caregivers. Equip sites with developmentally-appropriate learning materials and supplies. Provide parents and caregivers with information regarding educational resources and community opportunities to extend learning beyond the weekly sessions.

Data Collection & Recordkeeping

Maintain and collect data needed for outputs and outcomes for each group. Report data quarterly, and annually.

Qualifications:

Minimum requirement of an Associate's Degree, preferably in Early Childhood Education or a related field (BA preferred); with one to two years' experience as an early childhood educator. Additional experience as a parent educator or with facilitating parent groups is ideal. Necessary abilities include:

- Knowledge of early childhood development and developmentally appropriate practices
- Ability to work with diverse individuals and families
- Ability to work independently and efficiently
- Strong organizational skills
- Ability to partner with various agencies and organizations
- Ability to plan, implement and evaluate community-based programs
- Standard computer proficiency, with strong social media skills for communicating with families
- Professional level oral and written communication skills

A valid motor vehicle operator's license and dependable personal transportation is required.

This position is designed as full-time, with group health insurance and retirement benefits available, and a pay range of \$16-\$19/hour