

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

POSITION DESCRIPTION

TITLE:	Child Development Coordinator
DEPARTMENT:	Licensed Programs
REPORTS TO:	Center Manager
STATUS:	Full-time Exempt
HOURS:	6:00 am to 6:30 pm variable
Compensation:	\$18.25 - \$22.75 dependent on experience

POSITION DESCRIPTION

Under the supervision of the Center Manager, the Child Development Coordinator is responsible for all activities within the center involving children.

The Child Development Coordinator is responsible for overseeing the daily programming to ensure priority outcomes. This includes accountability for the participant experience on a daily basis. Child Development Coordinators should expect to be in classrooms on a daily basis and modeling program excellence for staff. The Child Development Coordinator will work with the Lead Teaching Staff to prepare them to facilitate parent discussions that focus on building a strong partnership with the parents. The Child Development Coordinator is expected to share best practices and collaborate effectively with their peers across the organization and in the community. They have a role in program operations, leading and supporting county-wide efforts to increase our effectiveness and engagement with young people in our region.

KEY RESPONSIBILITIES

- Adhere to all licensing requirements to ensure licensing is maintained; including meeting all deadlines associated with maintaining licensing.
- Responsible for meeting minimally set Quality Standards as measured by Early Achievers Program.
- Collaborate with staff and supervisors to provide a developmentally appropriate plan for each student who requires it
- Train and regularly model evidence-based methods including positive behavior management for staff

- Collaborate with the Center Manager to onboard all staff.
- Regularly observe children in the classroom
- Review weekly lesson plans providing feedback to lead teachers to ensure they meet goals and needs of children.
- Oversee the maintenance of a child's developmental progress, including social emotional, cognitive and physical.
- Collect and analyze data to improve program quality
- Maintain all attendance records.
- Compile and submit requested program supply lists.
- Ensure effective implementation of evidence-based curriculum for each age group.
- Coordinate activities with enrichment activity coordinators and others who are assigned to meet needs of individual children.
- Perform duties of the director in their absence.
- Ensure staff planning time is scheduled and implemented.
- Enforce organization policies and procedures.
- Other duties as assigned.

OTHER RESPONSIBILITIES

- Ensure a healthy and safe environment
- Implement goals, objectives, policies procedures and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties as specified by the Center Manager or Director of Licensed Programs.

CORE PERFORMANCE CATEGORIES

- Meeting quality and licensing standards
- Implements and oversees the implementation of evidence-based programming with fidelity
- Collaborates with all stakeholders to ensure program excellence

ADDITIONAL RESPONSIBILITIES

- Accurate tracking of enrollment and attendance.
- Handle other duties and responsibilities as deemed necessary or important as assigned by Director of Licensed Programs, Center Manager, COO or CEO.

RELATIONSHIPS

Internal: Maintains close working relationships with all staff at Boys & Girls Clubs

External: Builds a welcoming and collaborative relationship with parents and community members

SKILLS/KNOWLEDGE REQUIRED

- Must have completed 12 hours of Early Childhood Education course work or related field as approved by DCYF
- Must be at least 21 years of age
- Must have a minimum of 3-5 years' experience as an Early learning teacher or equivalent
- Experience working in a program that participates in Early Achievers preferred
- Experience in program planning
- Clean driving record and the ability to drive a Club vehicle to transport youth
- Ability to remain poised, positive, and energetic in a busy work environment

- Ability to plan and manage multiple tasks and to develop solutions to problems
- Strong verbal and written communication skills
- 30-Hour STARS Certificate
- Tuberculosis Test (required before hire)
- CPR/First Aid Card and Blood Borne Pathogens/HIV Training (required before first day of work)
- Food Handlers Card (required before first day of work)
- Ability to successfully pass a background check according to the organization's policy.
- Ability to pass a federal drug test.

TRAINING and LOCATION

The State of Washington mandates that licensed childcare workers hold the following certificates

Immunization in Childcare, Mandated Reporter: Recognizing Child Abuse, Medication

Management, Disaster & Emergency Preparedness and Families Experiencing Homelessness

These must be obtained prior to beginning your employment with Boys & Girls Clubs of Whatcom County, but will be reimbursed if you provide the certificate and receipt of payment that demonstrates that these were completed within the past 60 days.

Additional professional development is required to be completed within 90 days of hire; staff who do not complete this professional development will not continue with employment beyond their probationary period.

While it is the goal of Boys & Girls Clubs of Whatcom County to assign you a location for work, we reserve the right to assign you with 24 hours' notice a different location within our organization.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

DISCLAIMER

The job description in no way states or implies these are the only duties to be performed by the Lead Teacher. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Site Director and Director of Licensed Programs. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.