

THE CHILDREN'S COUNCIL
Job Posting
Early Childhood Coordinator

OUR MISSION

The mission of The Children's Council is to support, endorse and help establish any program or project that enhances the health, development and well-being of the children of Lancaster County, SC.

KNOWLEDGE, SKILLS and ABILITIES

- Decision making, organization, versatility, initiative, and interpersonal skills
- Ability to multi-task and set priorities
- Strong written/oral communication skills and an ability to work with diverse groups of people
- Mastery of Google Suites and Microsoft platforms
- Proficient in Canva

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in accordance with the mission. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in social sciences or related field preferred
- Clean Background Check
- Able to sit or stand for long periods of time
- Ability to lift and carry 25lbs
- A valid Driver's License
- US Resident or Work

PHYSICAL REQUIREMENTS

Must be able to lift, carry, push, pull or otherwise move objects up to twenty-five pounds. Physical demands of this position exceed those for sedentary work; must be able to remain on feet for extended periods of time.

OVERVIEW

Under supervision of the Early Childhood Director, the Early Childhood Coordinator assists with the daily operations of assigned tasks to support the agency's Early Childhood Programs. This role requires comfort and capability in

making decisions and assuming leadership responsibilities within the program. The Program Coordinator should be able to engage with parents, children, and community members in multiple settings. The ideal candidate for this position must be a self-starter, adapts well to change, and able to communicate effectively.

KEY FUNCTIONS

Responsibilities will include, but are not limited to, the following:

- Support implementation of Baby Blocks and Parent Child+ with fidelity to the model
- Conduct home visits with clients and potential clients
- Plan and develop, with Literacy Coaches, educational activities that meets the developmental milestones of children in the program
- Assist Early Learning Specialists with activities to strengthen the family's knowledge of child development
- Provide knowledge of community resources to support parents
- Complete referrals for services outside of the agency
- Assist families with transitions to other support programs
- Support data collection, analysis, and dissemination as required by the program, grant, and agency
- Attend all recommended trainings, meetings, and one-on-one supervision meetings
- Assist with planning and leading weekly staff meetings
- Assist with purchase, inventory and maintenance of all program supplies and materials
- Assist with recruitment and promotion of early childhood programs
- Assist with public relations through public presentations and speaking engagements.
- Complete all reports in a timely fashion
- Other duties and responsibilities as directed by the Director of Early Childhood and/or Executive Director

BENEFITS

- Salary Range: \$33,000-\$37,000
- Medical Benefits Package: \$6,500
- Paid Time Off
 - Vacation
 - Holiday
 - Medical