



**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 early childhood education, social work, or a related field (or equivalent experience) preferred.
- Experience working with young children and families, preferably in a home visiting or early childhood education setting.
- Strong understanding of child development principles and early learning practices.
- Excellent communication skills, both verbal and written, with the ability to engage families and work effectively as part of a team.
- Knowledge of community resources available to support families and children.
- Ability to conduct home visits and engage with diverse populations in a professional and culturally sensitive manner.
- Organizational skills with the ability to manage program supplies, materials, and data collection tasks efficiently.
- Comfortable using technology for data entry, communication, and report generation.
- Must be able to work flexible hours, including evenings or weekends for home visits and community outreach.

- Passion for early childhood development and a commitment to supporting families in their parenting journey.
- 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 Visa

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:

- **Program Implementation & Support:**
 - Support the implementation of Baby Blocks and Parent Child+ programs, ensuring fidelity to the model and achieving program objectives.
 - Assist in planning and developing educational activities, in collaboration with Literacy Coaches, that meet the developmental milestones of children in the program.
 - Support Early Learning Specialists with activities designed to strengthen the family's understanding of child development and promote positive parenting practices.
- **Home Visits & Client Support:**
 - Conduct home visits with clients and potential clients to provide personalized support, educational resources, and guidance on child development.
 - Assist families in accessing community resources and services to support their needs.
 - Complete referrals for services outside of the agency as needed to ensure families receive appropriate support.
Provide assistance to families transitioning to other support programs.

- **Data Collection & Reporting:**
 - Support data collection, analysis, and dissemination as required by the program, grant, and agency.
 - Ensure that all required reports are completed in a timely manner and meet the expectations of funders and stakeholders.
- **Team Collaboration & Meetings:**
 - Attend recommended training sessions, team meetings, and one-on-one supervision meetings to stay updated on program developments and enhance professional skills.
 - Assist with planning and leading weekly staff meetings, contributing to team collaboration and effective communication.
- **Program Materials & Resource Management:**
 - Assist with the purchase, inventory, and maintenance of all program supplies and materials, ensuring resources are available and in good condition.
 - Help to recruit and promote early childhood programs to the community, fostering awareness and participation.
 - Participate in public relations efforts, including presentations and speaking engagements, to promote early childhood initiatives.
- **Other Duties:**
 - Complete all reports in a timely fashion, ensuring accuracy and compliance with program and agency requirements.
 - Perform other duties and responsibilities as directed by the Director of Early Childhood and/or Executive Director to support the success of early childhood initiatives.

Work Environment:

This position requires travel within the community for home visits and meetings. The Early Childhood Coordinator will primarily work in a community-based setting, with occasional office hours for meetings and administrative tasks.

Application Instructions:

Interested candidates should submit a resume, cover letter, and three professional references to [insert contact information]. Applications will be reviewed on a rolling basis until the position is filled.

BENEFITS

- Salary Range: \$32,000-\$36,000
- Medical Benefits Package: \$6,500
- Paid Time Off
 - Vacation
 - Holiday
 - Medical