

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	TRAILS Associate
<b>Program:</b>	Link Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Link CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Serve as Traveling Resource and Information Library System (TRAILS) Associate
<b>Educational Requirements:</b>	High School Diploma or equivalent
<b>Experiential Requirements:</b>	Two years' experience of working with children, families and/or caregivers in the early care and education field preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period:</b>	3 months
<b>Pre-Employment Requirement:</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, and dependable.</p> <p>Demonstrate excellent verbal and written communication and computer skills</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.</p> <p>Must pass a drug screening before an employment offer is made.</p> <p>Must be eligible to meet requirements of the STARS career pathway.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Have access to a dependable transportation and a personal credit card.</p> <p>Have the ability to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, WVECTCR publications, equipment, and resources.</p>

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

**Essential Responsibilities:**

**Agency**

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit bi-weekly timesheets in accordance with RVCDS policies and procedures.

Submit a leave request when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees accrued while performing your job responsibilities in accordance with RVCDS policies and procedures.

Submit overnight travel requests in accordance with RVCDS policies and procedures when performing your job responsibilities requires overnight travel.

Submit other forms as requested in accordance with RVCDS policies and procedures.

**Program**

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau of Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual).

Participate in the Link Professional Development Training Team (PDTT) including attending monthly meetings.

Attend monthly Link CCR&R staff meetings.

Maintain resource materials and supplies on TRAILS van; keep TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Maintain van cleaning maintenance.

Share driving responsibilities of the TRAILS van with the TRAILS Early Childhood Specialist.

Ensure vehicle inspection sheet is completed monthly; report any needed maintenance to the Professional Development Team Supervisor.

Assist TRAILS Early Childhood Specialist in stocking the van and unloading returns.

Maintain paint/work area.

Put together and maintain art bags.

Develop monthly calendar based on information provided by TRAILS Early Childhood Specialist.

Keep up to date and current labeling and relabeling of all resource materials.

Complete TRAILS storage area checklist as required.

Participate on committees relevant to program/projects as requested.

Frequent travel within an assigned region.

**Other Job Responsibilities:**

Professionally support continuation of provider networks and associations to improve quality of care.

Any other duties assigned by the Executive Director, Director – Link CCR&R, Supervisor.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_