

River Valley Child Development Services

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

Job Description

Position:	TRAILS Early Childhood Associate
Program:	Choices Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Traveling Resource and Information Library System (TRAILS) Early Childhood Associate
Educational Requirements:	High School Diploma or equivalent
Experiential Requirements:	Two year experience of working with children, families and/or caregivers in the early care and education field preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	90 days
Pre-Employment Requirement	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.</p>

Essential Responsibilities:
<u>Agency</u>
<p>Adhere to NAEYC Code of Ethics.</p> <p>Follow all agency policies and procedures.</p> <p>Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.</p>

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card.

Program

Assist with monthly and quarterly training statistics.

Attend monthly meetings with the professional development unit.

Build rapport with caregivers, children and families utilizing the TRAILS van services.

Assist in providing individualized technical assistance and training opportunities to early care and education providers via on-site visits with TRAILS van.

Assist in providing technical assistance to early childhood providers in their enrollment of children with special needs and in regards to relevant state and federal regulations and policies for young children with special needs.

Assist in the development of technical assistance materials for child care providers related to early childhood development.

Assist in maintaining resource materials and supplies on TRAILS van; assist in keeping TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Assist in maintaining computerized inventory of resources and supplies of the TRAILS van.

Assist in coaching/mentoring of providers for children age birth to 12 as well as providing developmentally appropriate resource materials and professional development resources.

Drive TRAILS van on a regular basis.

Assist in coordination of scheduling of TRAILS appointments with early care and education providers.

Assist in implementing outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate on the CCR&R early childhood team and implement all early childhood team responsibilities.

Provide support to the Family Child Care Association as needed.

Attend monthly meetings with the professional development unit.

Participate on committees relevant to program/projects as requested.

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

Signature: _____ Date: _____