



Position Title: Child Care Program Coordinator
Supervisor: Young Moms Program Manager
Job Status: Part-Time; Non-Exempt
Compensation: \$17.30 - \$18.27 per hour (Dependent on Experience)
Hours: 15-20 hrs per week; Monday, Tuesday and Wednesday
(2 to 3pm to 7:30 or 8:00pm)

Summary of Position:

The Child Care Program Coordinator oversees provision of child care for children and infants on-site during YWRC programming. This includes supervising volunteers and ensuring safe and supportive services for children and infants. They also maintain the Young Moms Baby Hub and donations for children in Young Moms programming.

Organizational Summary:

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-24. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services, Empowerment and Young Moms, to better serve the members of our community throughout various stages of life. The YWRC values equity, resiliency, accessibility, community and advocacy.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. The YWRC strives to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans and people who speak a language in addition to English.

Team Responsibilities

This position works closely within a team of Child Birth Educators, Parenting Specialists, Young Moms Program Manager and at times an assistant or intern. Excellent **collaboration** skills are desired. The below set of responsibilities is divided and shared across members of the team based on team members' skill set, interest, and/or capacity. Specific responsibilities may rotate over time as collectively determined by the Young Moms Team.

- Aid in community outreach and collaborative partnerships as pertaining to Young Moms programming.
- Participate in planning and implementation of 2 annual client events.
- Train and provide guidance to new Young Moms staff, including Young Moms Assistant, Intern or other relevant YWRC volunteers as appropriate to fulfill job duties.

Essential Job Functions:

Ensure Safe Child Care

- Develop positive relationships with clients and their children, keeping **participant focus** at the center.

- Monitor child care room(s) and ensure all children and infants at the YWRC receive appropriate care.
- Create and implement engaging enrichment activities with children while they are present in YWRC Child Care.
- Maintain confidentiality.
- Develop curriculum to be utilized for toddlers and children up to age 6.
- Collaborate with co-workers and clients in a positive manner. Work to cultivate and **instill trust** with others and **ensure accountability**.
- Work with the Young Moms Program Manager to update YWRC Child Care Internal Procedures and other child care safety policies.
- Implement positive behavior management
- Stay current on positive behavior management, child care safety measures and implement procedure changes for best practice.

Supervise and Support Volunteers

- Onboard new child care volunteers and review the YWRC Child Care Internal procedures
- Act as a resource and model for child care volunteers.
- Ensure volunteers are providing appropriate care and supervision for children and infants.

Reporting

- Collect all necessary paperwork from clients with children who attend programming.
- Complete program tracking forms, client intake and assessment forms and other agency-required documentation and reports as assigned.
- Enter client information into participant database.
- Complete Quarterly Program Plans.
- Track program expenditures.
- Monitor and track programming outcomes, outputs and other information needed to document agency impact.
- Follow agency guidelines on reporting suspected child abuse as a mandatory reporter.

Additional Duties

- Effectively **communicate** with collaborators (clients, co-workers etc.)
- Provide general support and guidance to new team members, volunteers and interns as needed.
- Maintain awareness of community resources and make referrals as necessary.
- Attend regular Collaborative Team Meetings with Young Moms staff.
- Attend agency meetings and additional staff trainings as necessary.
- Expand professional network.
- Support YWRC fundraising events.
- Support YWRC marketing and communication efforts.
- Any other duties as assigned.

Knowledge, Skills, and Abilities:

- Bachelor's Degree or equivalent experience of 6 years or more in early childhood education/ human service field and/or working with young children.
- Two or more years of caregiving experience with infants, birth to six years.
- Knowledge of infant care and early childhood development.

- Philosophical agreement with YWRC's mission, goals and values and knowledge of gender issues.
- Experience supervising and managing groups infants/toddlers.
- Experience with early childhood curriculum
- Have experience working with diverse populations.
- Knowledge and experience in positive behavior management for young children.
- Robust knowledge of community resources and assets.
- Understanding of Trauma Informed Care.
- Creative and energetic.
- Possess proficient computer skills.
- Proficiency with Microsoft Office products.
- Exceptional interpersonal, communication and relationship building skills.
- Strong problem solver.
- Strong organizational skills.
- Accepting of all clients.
- Valid driver's license and automobile insurance.
- Ability to obtain mandatory reporter certification within 30 days of hire.
- Ability to obtain CPR/First Aid certification within 30 days of hire.

Preferred but not required skills:

- Bilingual.

Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual; do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision and values. Demonstrate confidence in the YWRC throughout the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity; repetitive motion of wrists, hands and/or fingers.



- Lift, carry, push, pull or otherwise move objects up to 40 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

Environmental Concerns:

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 essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening functions is required.
- Infrequent overnight travel is possible.