



Early Learning Program Specialist

Classification: Non-Exempt
Hours: Full-time, 40 hours per week

About Community Resources for Children

Since 1978, Community Resources for Children (CRC) has been investing in the early care and education of young children in Napa County. CRC is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Napa County. Last year, Community Resources for Children enriched the lives of more than 4,300 individuals including children, parents, and educators. www.crcnapa.org

Position Summary

The Early Learning Program Specialist participates in Community Resources for Children's early education and quality improvement programs with a focus on provider support, coaching, training, professional development, assessment, and recruitment. This position will have an emphasis on supporting child care sites, in addition to working directly with parents/caregivers and young children in our early learning programs.

Essential Duties and Responsibilities

- Understand and support the mission and goals of Community Resources for Children (CRC)
- Provide group and individualized support to center-based providers, family child care homes, and alternative sites, including site visits, observations, technical support and providing resources
- Work with providers to develop and implement a Quality Improvement Plan and facilitate linkage to other professional development and quality improvement resources
- Collaborate and coordinate with other Quality Counts coaches, within the organization and externally, to share practices, learn and advocate for early learning
- Support child care sites as they develop their business maximizing revenue generation while providing quality care to children
- Collaborate with Provider Support Services team to plan and facilitate professional development opportunities and training presentations for prospective and practicing child care providers, including but not limited to Child Care Initiative Project workshops; provide Spanish interpretation as needed
- Administer Ages and Stages Questionnaire screening and develop individualized learning support plans for parents and child care providers to assist children's development as needed
- Recruit participants, plan and facilitate bilingual early learning programs for parents/caregivers and children ages 0-5 in their care, providing and modeling quality early learning experiences
- Maintain required databases, data and documentation; analyze data and prepare reports and submit documentation as required
- Collaborate and coordinate with colleagues and across departments to ensure holistic, systematic and consistent implementation of all program aspects
- Attend trainings to increase coaching skills and knowledge; obtain and maintain certifications as required
- Participate in meetings, conferences, and training as required
- Demonstrate flexibility in work schedule to ensure client/program needs are met
- Conduct outreach and participate in events to promote programs and agency as needed
- Contribute to agency publications and communication efforts as requested
- Engage and supervise volunteers
- Perform other duties as assigned

Qualifications

Education and Experience

- Bachelor's degree in child development or related discipline and three years of experience in center-based or home based child care programs preferred
- Demonstrated experience working with diverse populations
- Demonstrated experience in engaging, teaching and coaching adult learners
- Demonstrated experience working with children ages 0 to 5 individually and in small group settings
- Knowledge of/reliability in child care assessment tools, such as ERS, CLASS, DRDP, and/or ASQ
- Proficiency with Microsoft Office Programs (Word, Excel and PowerPoint), a plus.
- Willingness to work occasional evening and weekend events
- Reliable transportation, valid California driver's license and insurance, good driving record
- Livescan fingerprinting and Department of Justice background clearance
- Bicultural and bilingual competence in Spanish required

Skills and Competencies

- Strong written and verbal interpersonal communication at all levels of the organization, internally and externally.
- Ability to draft and coordinate reports.
- Ability to think systematically and maintain awareness of the organization wide perspective
- Ability to manage and input detailed data with accuracy
- Ability to assess, and interpret qualitative and quantitative data and information
- Ability to organize events and manage logistics independently
- Ability to work effectively with diverse cultural and socioeconomic groups, and differently-abled individuals
- Ability to manage projects that include balancing multiple priorities and time sensitive deliverables.
- Accountability and ownership of own work

Expected Compensation

\$24.00 - \$32.00/hour + benefits. Pay offered will be contingent on multiple factors, including job related knowledge, education, skills, and experience. CRC offers a competitive benefits package, including: paid vacation and sick days, paid holidays, 90% of medial premium covered for the employee, FSA, 401k retirement plan with employer match, employer assistant program and work life wellness.

How to Apply

Please submit resume with a thoughtful cover letter describing your interest in the work of Community Resources for Children and how your experience meets the qualifications of the job to info@crnapa.org. Please also complete the job application that can be downloaded from the CRC website: <https://crnapa.org/new-join-our-team/>

CRC is an equal opportunity employer.