



## WOMEN'S EMPOWERMENT

<b>Title:</b>	<b>Childcare Coordinator</b>
<b>Reports to:</b>	Program Director
<b>Position:</b>	30-40 hours/week
<b>Compensation:</b>	Dependent on experience

### **Organizational Overview:**

**Women's Empowerment** is a community-based nonprofit organization whose mission is *to educate and empower women who are homeless with the skills that are necessary to secure a job, create a healthy lifestyle, and regain a home for themselves and their children.* Women's Empowerment is the most comprehensive job-readiness program in Sacramento, exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

### **Position Overview:**

The Childcare Coordinator will be responsible for maintaining an enriching childcare program for young children of homeless women who are attending an on-site job-readiness program. This person will be responsible for ensuring the safety and well-being of the children in the program, while developing and implementing a curriculum that supports their physical, emotional, and social development, as well as positive sense of self. It will be the responsibility of the Childcare Coordinator to ensure that staff and volunteers in the childcare room provide "responsive care giving" to infants and toddlers in a nurturing and respectful manner, and that the cleanliness and safety of the childcare room is well-maintained at all times. The Childcare Coordinator will ensure daily communication with mothers and will maintain confidential child files. This person will also monitor and report monthly, quarterly and annual data, as required for the sustainability of the childcare program.

### **Qualifications:**

- Bachelor's Degree in Early Childhood Education (preferred) or minimum of 24 ECE (Early Childhood Education units specific to infant/toddler child development) with at least 3 years' experience working with children
- Demonstrated experience in child program development, implementation and evaluation
- Demonstrated experience developing and implementing developmental screenings and assessments
- Knowledge of child development theories and practices, including Waldorf and trauma-informed care
- Knowledge of safe and appropriate activities for children
- Demonstrated ability to communicate appropriately and effectively with children, parents and staff
- Demonstrates enthusiasm, patience, dependability, punctuality and flexibility
- Strong team-building skills, with a demonstrated ability to effectively solve problems and make decisions
- Strong supervisory, time-management and financial management skills
- Understanding and sensitivity to the issues facing homeless women and children, including an understanding of trauma-informed childcare practices
- Ability to lift small children and objects up to 25 pounds

- Fingerprint and TB clearance necessary (to begin work)
- CPR certification (including infant CPR) (to begin work)
- First aid certification (to begin work)

## **Principal Responsibilities**

### **A. Ongoing development and implementation of a childcare program for young children:**

- Develop and implement curriculum for young children that supports their physical, emotional and social development; encourages curiosity and the understanding of others, and promotes positive self-concept
- Complete developmental assessments such as DRDP (desired results developmental profile) and ASQ's (ages and stages questionnaire) on all children in program.
- Prepare nutritious snacks and lunches for children
- Ensure all materials, toys, and equipment in the childcare facility are safe, sanitized, organized, and well maintained at all times
- Develop culturally appropriate programs and activities for young children
- Maintain policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures

### **B. Supervise children in the childcare room:**

- Ensure children are safe and supervised at all times
- Provide personalized care to infants and young children in the childcare room, while mothers attend class on-site
- Provide various, nurturing experiences and activities for children including songs, games, play, and story telling
- Interact with children in a positive and age appropriate manner while creating a warm, happy atmosphere that promotes children's self-esteem
- Attend to eating and toileting needs of children
- Provide a conducive environment for regular sleep and rest time
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Identify and report signs of emotional or developmental issues, or any indicators of abuse
- Assist with the coordination of children's needs with other service providers, as needed

### **C. Manage the administration of the childcare program:**

- Facilitate quarterly Childcare Orientations to mothers, depicting program expectations, policies, and procedures
- Maintain ongoing communication with mothers regarding their child's progress and/or needs
- Maintain daily sign-in records, progress reports, accident reports, and any other paperwork required for confidential child files
- Prepare and monitor the childcare budget
- Propose purchases within established spending limits, to best support the optimal functioning of the childcare facility
- Develop monthly, quarterly and annual statistics about number of participants, costs of equipment, supplies and maintenance
- Provide tours, as needed, to inform WE guests and donors of our childcare services and approach
- Log childcare data – must be familiar with Excel or Google Docs

**D. Coordinate and develop childcare staff:**

- Serve as the lead childcare worker, overseeing daily functioning in the childcare room
- Supervise, coach and encourage childcare staff and volunteers
- Evaluate staff and volunteer performance and take corrective action when necessary
- Assess training needs for childcare volunteers and staff
- Suggest opportunities for training and development
- Coordinate with other program and administrative staff within the organization to best support the success of the women and children served by the program and help fulfill the agency's mission

**E. Other duties as assigned**

**Other Requirements**

Must possess and maintain a valid driver's license.

**If interested in applying for this position, please submit a resume and cover letter to:**

**renae@womens-empowerment.org. No phone calls please.**