

Tuscaloosa's One Place

3x3 Childcare Program Coordinator

Tuscaloosa's One Place, A Family Resource Center empowers people to achieve their full potential. We provide resources to promote self-sufficiency, strengthen families, and prevent child abuse and neglect; thus, improving the quality of life for all members of our community.

Salary: \$42,000

FLSA: Non-Exempt

QUALIFICATIONS

- Bachelor's degree in early childhood education or related field or equivalent experience in early childhood education.
- Knowledge of Alabama state laws and regulations pertaining to childcare services.
- Strong organizational and leadership skills, with experience managing staff and program operations.
- Excellent communication and interpersonal abilities, with a commitment to family-centered and developmentally appropriate practices.
- Ability to work collaboratively with diverse populations and community stakeholders.
- Passion for supporting the well-being and development of children and families.

Works under the direction of the Parenting Program and Assistant Executive Director.

DUTIES AND RESPONSIBILITIES

The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Build positive relationships with community partners, including schools, social service agencies, and early childhood organizations.
- Act as a liaison between families, community resources, and social services providers to facilitate access to support services such as healthcare, mental health services, and financial assistance programs.
- Collaborate with community stakeholders to organize events, workshops, and information sessions that promote awareness of available resources and services.
- Advocate for the needs of children and families within the community and work to address systemic barriers to access of resources and services.

Training:

- Provide instruction to program participants through the provided curriculum to fidelity.
- Provide ongoing supervision, support, and professional development opportunities for staff members to enhance their skills and knowledge.
- Conduct regular performance evaluations and implement strategies for staff development and retention.

Consultation Services:

- Conduct a needs assessment of program participants seeking new licensure of childcare homes and/or centers to determine their most pressing needs.
- Match childcare providers with community resources that offer parenting education workshops and support services to help families navigate challenges and promote child development at home.

REQUIRED SKILLS

- Ability to work collaboratively and independently.
- Superb organizational skills and critical thinking abilities.
- Knowledge of Microsoft Office (Word, Access, PowerPoint).
- Ability to occasionally push, pull, lift, carry and/or move up to 50 pounds.
- Ability to stoop, bend, squat, climb stairs, crouch, or kneel on an occasional basis.
- Must be able to operate a variety of automated office equipment including computer, printer, copy and facsimile machines, and telephone.