Cedar Valley Kids Center Coordinator Job Description

Position Summary:

The Center Coordinator works under the general direction of the Supervisor – Child Care and the Director. The coordinator assists the administrative team in the daily operations of the center providing support for staff and the supervisor as directed to meet the needs of the center overall. They are expected to assist in maintaining HHS compliance and regulations

Qualifications:

Required: AA in Early Childhood or related field, 2 years' experience in an Early Childhood program

Preferred: BA in Early Childhood or related field, 2 years' experience in an Early Childhood program in a supervisory or leadership role

Job Functions:

- Assists supervisor and/or director on the implementation of program policies and procedures
- Complies with all HHS policies and procedures for childcare programs
- Responds proactively to changing conditions and offers help and support to staff as needed, including covering classrooms to maintain HHS ratio requirements upon staff absences
- Collaborate with the supervisor and/or director on planning & improvements based off information gathered or from feedback given by staff or parents
- Assists supervisor and/or director in monitoring child/staff ratios and staffing needs daily
- Assists overseeing the general operations daily to ensure quality childcare is being provided
- Intervene with disruptive student behaviors that require assistance in a positive and developmentally appropriate manner
- Assists in the security and welfare of the children while at the center and while off-site on field trips

- Assists with meal prep as directed by supervisor and/or director to closely follow CACFP food program guidelines
- Participates in staff meetings and encourages staff to complete Professional Development requirements on a yearly basis
- Shows initiative in the job functions as listed and acts independently to support the supervisor and/or director by following CVK policies and HHS regulations
- Maintains positive relationships with all staff, families and the administration team
- Seeks opportunities for continuous improvement of the center and staff
- All other duties as assigned by the supervisor and/or director to ensure the growth and development of the students enrolled at the center

Required Certifications:

- Mandatory Reporter
- Universal Precautions
- First Aid/CPR
- Essentials for Childcare
- Physical exam