



**JPNDC ECONOMIC PROSPERITY SERVICES
FAMILY CHILD CARE PROGRAM
Senior Family Child Care Program
Coordinator**

The Jamaica Plain Neighborhood Development Corporation (JPNDC) anchored in 45 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

JPNDC's Senior Family Child Care Program Coordinator provides technical assistance to support the ongoing professional development of 55+ early educators who care in their homes for up to 300+ children per day in our Family Child Care Program. The Family Child Care Program Coordinator works closely with the FCC Program Director to ensure the continued development of the program in the areas of educator professional development, child assessment, and curriculum planning and implementation.

Working Hours Monday-Friday 9am-5pm on-site. Occasional scheduled evenings and weekends.

Duties:

- Provide technical assistance to childcare educators on topics such as Dept. of Early Education & Care (DEEC) licensing requirements; professional development requirements; and; quality programming standards in Quality Rating Improvement System (QRIS).
- Ensure that all children enrolled in the program are assessed at age-appropriate intervals in accordance with DEEC regulations.
- Assist educators with age-appropriate curriculum activities and lesson planning.
- Assist educators with CDA and accreditation initial and renewal applications.
- Conduct home visits to educator programs.
- Recruit and enroll new educators and new families into State Child Care system.
- Maintain educators' files in compliance with DEEC and JPNDC policies and regulations.
- Recruit and enroll new families.
- Assist Director and in collaboration with Data Specialist, collect and manage outcome data.
- Maintain and oversee ALL family childcare databases including ProCare and any new data systems that are still to be implemented.
- Work closely and assist Parent/Family Coordinator with trainings and events.
- Provide departmental coverage in the Director's absence.

- Insurance Policies Renewals-create and maintain an updated list of educators with upcoming expiration dates and review all policies to make sure that JPNDC is in compliance with the policy.
- Yearly contract renewals-assist educators to send copy of signature pages to office.
- Assist Director in coordination of yearly First Aid/CPR course for the educators.
- FCCERS-Conduct yearly audit of Educators completed FCCERS applications and follow-up with incomplete applications.
- BAS-Conduct yearly audit of completed BAS binders and follow-up on incomplete binders.
- QRIS-Review EEC portal to ensure all educators have completed their QRIS applications.
- Monitor CDA guideline and process for the educators.
 - Review completed binders.
 - Assist educators with application process.
 - Maintain a list of educator's progress of completed applications to council and renewal dates
- Identify and connect community resources with educators and families.
- Assist, coordinate, and participate in the delivery of educator meetings, trainings and related activities.
- Assist, coordinate, and participate in the delivery of parent engagement activities.
- Attend Professional Development trainings as assigned by management.

Operation Duties:

- Oversee administrative/clerical tasks and provide support as needed.
- Manage and maintain operative processes and procedures.
- Other projects/duties as assigned by supervisor.

Qualifications:

- Demonstrated knowledge of DEEC policies and regulations, Quality Rating Improvement System (QRIS) and early education credentialing programs.
- Minimum three (3) years direct service experience in an Early Education program.
- Experience using early education curriculum.
- Bilingual English/Spanish highly preferred
- Excellent customer service skills.
- Must be a team player.
- Solid oral and written communication skills.
- Computer proficiency in Microsoft Office and Internet and familiar with database programs.
- Excellent crisis management skills.
- Highly organized, strong attention to detail and solution oriented.
- Ability to work flexible schedule consistent with program hours of operations/business needs.

- Ability to multi-task in a fast-paced environment.
- Must have a car.
- Education/Certifications Preferred.
- B.A. in Early Childhood Education, Child Development, or related field highly preferred; **OR** associate degree in Early Education, plus minimum 3 years of direct service experience in early education programming/administration.

Preferred Licenses/Certifications:

- DEEC Lead Teacher certified
- First Aid and CPR certified.

Employment Terms: Full-time position with benefits package. Salary range: \$60,000-\$65,000, depending on experience.

Email cover letter and resume to: vhampton@jpndc.org

Please submit a cover letter, detailing your interest and qualifications for this position, along with a resume to vhampton@jpndc.org. Any questions should be sent to vhampton@jpndc.org and ghudson@jpndc.org. If you are strongly interested in the position but do not have all the skills and experiences requested, please outline in your cover letter why you are interested in this position, what you bring, and how you would propose to address any gaps.

JPNDC is an Affirmative Action/Equal Opportunity Employer