

River Valley Child Development Services

Our mission is to provide quality services and support to children, families and the early childhood community.

Job Description

Position:	TRAILS Early Childhood Associate
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Traveling Resource and Information Library System (TRAILS) Associate
Educational Requirements:	High School Diploma or equivalent
Experiential Requirements:	Two years' experience of working with children, families and/or caregivers in the early care and education field preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	90 days
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Essential Responsibilities:
<p>Possess excellent computer skills.</p> <p>Able to travel extensively and work flexible hours.</p> <p>May need to be able to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, equipment, and resources.</p> <p>Maintain resource materials and supplies on TRAILS van by keeping TRAILS resources organized, clean and sanitized and in the appropriate storage areas, loading and unloading van.</p> <p>Maintain van cleaning and maintenance.</p> <p>Share driving responsibilities of the TRAILS van with the Early Childhood Specialist - TRAILS.</p> <p>Ensure vehicle inspection sheet is completed monthly; report any needed maintenance to the Professional Development Team Supervisor.</p> <p>Keep up to date and current labeling and relabeling of all resource materials.</p>

Complete TRAILS storage area checklist as required.

Develop monthly calendar based on information provided by Early Childhood Specialist - TRAILS.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Capabilities/Skills:

Able to organize and prioritize work effectively; work collaboratively and effectively in diverse and team environments; and maintain a high level of confidentiality.

Reliable, responsible, and dependable.

Possess excellent verbal and written communication.

Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the STARS career pathway.

Have access to a dependable transportation and a personal credit card.

Ability to engage effectively with the public and community.

Job Expectations:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all agency policies and procedures and promote agency philosophy and mission.

Keep supervisor informed on all relevant matters.

Submit all forms as requested in accordance with RVCDS policies and procedures.

Program

Participate in required meetings including but not limited to, staff and unit meetings.

Participate on the CCR&R early childhood team and implement all early childhood team responsibilities.

Maintain paint/work area and put together and maintain art bags.

Assist in the development of technical assistance materials for childcare providers related to early childhood development.

Assist in maintaining computerized inventory of resources and supplies of the TRAILS van.

Assist in coaching/mentoring of providers for children age birth to 12 as well as providing developmentally appropriate resource materials and professional development resources.

Assist in coordination of scheduling of TRAILS appointments with early care and education providers.

Assist in implementing outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate on committees relevant to program/projects as requested.

Support initiation and continuation of provider networks and associations to improve quality of care.

Any other duties assigned by the Executive Director, Director – Link CCR&R, Supervisor.

Staff Signature: _____

Date: _____