

River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

Job Description

Position:	Training and Technical Assistance Statewide Coordinator
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Coordinate, implement, and supervise all training, technical assistance, and professional development activities identified in the annual WVECTCR work plan and/or requested by grantors.
Educational Requirements:	Minimum bachelor's degree from an accredited college or university in early childhood education, adult/technical education, or related field
Experiential Requirements:	Three (3) years of relevant professional experience; experience in coordinating training events.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle. Frequent statewide travel and occasional national travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project planning, implementation and evaluation skills.

Able to utilize effective leadership skills.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel frequently; may require need for flexible scheduling, including occasional evening, weekend,

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and/or overnight hours. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

Able to lift various items: boxes, paper, supplies, etc.

Able to meet requirements of the WV STARS career pathway.

Agency Expectations

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Essential Duties

Program

Coordinate and implement conferences, trainings, and/or meetings, including, but not limited to: Great Beginnings, Celebrating Connections, Camp Gizmo, ICC Retreat.

Secure conference/meeting facility and serve as contact for related events.

Contact and secure trainers/speakers and execute training agreements for conferences, trainings, and/or meetings.

Create purchase orders for speaker/trainer/facility payment.

Oversee processing and purchasing of materials and resources for related conferences, trainings, and/or meetings.

Ensure (when appropriate) all conference sessions, trainings, and/or meetings are registered with WV STARS, following the WV STARS training registration policies and procedures.

Coordinate CEU approval for specified training events.

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Support/coordinate logistics and delivery of training and technical assistance opportunities to child care resource and referral training teams.

Develop forms and processes for specified project activities.

Process conference and training registrations and distribute registration information.

Research and assist with the purchase of an online conference registration system.

Utilize database to create reports as requested on local, regional, and statewide training opportunities to inform providers and training sponsors.

Work collaboratively with the WV ICC Statewide Coordinator to provide support for the coordination and implementation of the WVEIICC meetings and annual retreat.

Other Duties

Maintain and update the Celebrating Connections social media account(s).

Prepare and submit monthly statistical report to the WVECTCR Assistant Statewide Director and a quarterly report to the WVECTCR Statewide Director.

Attend and participate on committees as assigned by the WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with the WVECTCR Assistant Statewide Director.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, WVECTCR Assistant Statewide Director.

Employee Signature

Printed Name

Date