

Job Description

Position Title: Childhood Success Coordinator

Childhood Success Program Service Area: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe Counties and the Cities of Bristol, Galax, Norton, and Radford

Type: Full-Time

Pay Scale: \$35,000 - \$50,000 Annually

Reports to: Manager of Childhood Success

United Way of Southwest Virginia is an equal employment opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, or status as a veteran or other category protected under applicable state or municipal law. United Way of Southwest Virginia will reasonably accommodate the disabilities of qualified applicants to permit them to perform the essential functions of the subject position.

Purpose of the Position:

The primary purpose of this position is to coordinate Childhood Success (CS) initiatives at United Way of Southwest Virginia (UWSWVA) by maintaining a caseload that serves a specific population of early childhood education programs within the service area. Childhood Success initiatives build a strong Early Childhood system by supporting child care providers and community partners to increase access to, and utilization of, quality early care and learning environments across Southwest Virginia.

Areas of Responsibility: (Other duties may be assigned)

- Serve as Technical Assistance Support Specialist (TA) in three areas: (1) CLASS Specialist, (2) Curriculum Specialist, and (3) Environment Rating Scales (ERS) Specialist
- Schedule region-specific opportunities such as self-study groups, director's meetings, and other quality improvement activities based on the region's priorities, resources, and needs
- Provide on-site coaching
- Conduct consultations (including on-site, phone, or email support)
- Host and/or conduct Professional Development (PD) training, workshops, and conferences
- Serve on the Smart Beginnings Coalition for the caseload area
- Support and represent all UWSWVA CS initiatives in the caseload area including, but not limited to, data collection for the Preschool Development Grant Birth-5, coaching and mentoring for Mixed Delivery Grants, and the Virginia Quality Initiative.
- Serve as a community ambassador for UWSWVA by way of demonstrating exceptional citizenship and acting as a community liaison between UWSWVA and the employee's local community. Coordinators actively engage in the community to spread awareness of the mission of UWSWVA and to provide local contact information as requested by UWSWVA officials for campaign and awareness purposes.
- Maintain pertinent personal professional development for role, including but not limited to CLASS, ITERS, ECERS, etc.

- Ability to pivot, accept change with enthusiasm, be flexible and adaptable

Additional Direct Responsible Individual Assignment (DRI)

- Works closely with the Manager to
 - Create and facilitate the work plan for projects as assigned
 - Maintain a working knowledge of the project budget
 - Complete project reports as appropriate
 - Coordinate efforts of the CS team related to the project
 - Develop in-depth knowledge of the project and how it fits into the portfolio of UWSWVA grants and projects
 - Communicate and collaborate in multiple ways with CS team, UWSWVA staff, community partners, and funders

Job Relationships:

Childhood Success Coordinators at UWSWVA report to the Manager of Childhood Success and must maintain an ongoing working relationship with directors, managers, and coordinators in all departments at UWSWVA. Childhood Success Coordinators should maintain working relationships with volunteers and strategic program partners.

Values	Core Competencies	Functional Competencies
Results-Oriented	Mission-Focused	Personal Effectiveness/Credibility
Trustworthy	Relationship-oriented	Collaboration Skills
Innovative	Detail-oriented	Proactive
Approachable	Results-Driven	Interpersonal/Communication Skills
Caring, Inspiring and Dynamic	Brand-Steward	Computer/Technical Skills

Requirements of the Position:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Skills:

- Ability to work independently and as a team player, energetic and positive attitude required
- Strong commitment to maintaining integrity and confidentiality of all organizational and partner information
- Strong organization, time management, accuracy, and productivity/prioritization skills
- Excellent critical thinking, analytical skills, and judgment required
- Self-starter and detail-oriented
- High level of trust, integrity, and ethics
- Understanding and experience in a variety of computer applications, including use of the internet and Microsoft Office products
- Ability to work in a fast-paced environment
- Ability to work with ambiguity and under tight schedules

- Multi-tasking, initiative, ability to work independently, and aptitude for logistics are a must
- Excellent verbal and written communication skills
- Working knowledge of office equipment (computers, printers, copiers, conference phones)
- Working knowledge of online remote work technologies

Educational and/or Experience - High School diploma or GED required. Early childhood experience required. Two- or four-year college degree preferred.

Work-Environment and Travel – A worksite for this position will be established. Applicants must be willing and able to travel within the service area listed above. Applicants must be available to attend early morning, evening, and/or weekend meetings on a periodic basis, and should be able to travel independently throughout southwest Virginia. Preference given to applicants who live in assigned geographical service area.

Language Skills – Strong and appropriate written & verbal communication skills. Ability to spontaneously respond effectively to both internal and external stakeholders.

Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Certificates, Licenses, Registrations - Valid driver's license and automobile insurance; acceptable driving record; home internet connection.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Signatures

This job description has been approved by the President and CEO:

_____ Date_____

Employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____