



Early Learning Center Coordinator Job Description

The mission of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Our vision is that family homelessness is brief and non-recurring.

Core Values: Trust, Equity, Authentic, Compassion, Respect, Passionate, and Fun.

Program: Rising Stars Early Learning Center

Classification: Exempt

Salary: \$45,000-\$55,000

FTE & Schedule: Full-time, 9:30a-5:30p, M-F

Reports to: Early Learning Center Manager

Job Summary

The Family Promise Rising Stars Early Learning Center (ELC) Coordinator will provide administrative, classroom, and personnel support to center operations. This position has a flexible schedule that is determined by the needs of the Center daily and must be adaptable to changing environments.

Rising Stars Vision and Mission Statement

The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers.

The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

Responsibilities and Duties

Administration (45%)

- Order and maintain supply inventory, while tracking classroom supply expenses.
- Purchase supplies for the Center as needed, including food, when volunteers are not available.
- Answer and screen incoming calls and inquiries, including current parent questions and concerns and families looking to enroll.
- Provide administrative support with tuition billing, and scholarship reporting requirements.
- Ensure facilities within the childcare center are maintained, cleaned, and meet state regulations.
- Responsible for center closing duties, including ratio management and coverage for late parent pick-ups.
- Assist in ensuring adherence to all Federal, State, and Local statutes governing the operation of childcare facilities, including maintenance of staff-to-child ratios, and completion and submission of all required documentation and reports.
- Assist ELC Manager, as needed, with program administration tasks.

Classroom Support (50%)

- Serve as classroom teacher or nutrition coordinator for substitute purposes, lunch breaks, and planning purposes.
- Support teachers throughout the day with children's needs (behavioral, illness, injury, etc).

Other (5%)

- Maintain on-going communication with the ELC Manager, other staff, and center families.
- Be on-call for emergencies pertaining to the facility, staff, and children.
- Other duties and tasks assigned by ELC Manager.
- Support staff and center.
- Support engagement opportunities in the center (volunteers, guest speakers, events, etc.)
- Attend community events, as needed, to represent Rising Stars & Family Promise.
- Continue ongoing professional development, striving to provide the highest quality early learning center.

Other duties as assigned for the successful operation of the ELC.

Desired Knowledge, Skills, and Abilities

Knowledge

- Required Qualifications:
 - Minimum Level 2 on Licensing Registry, with the ability to move to a level 4 within 6 months.
 - Two or more years of experience working within a licensed childcare facility.
 - Certification in first aid and CPR training including pediatric first aid and CPR or will acquire within 30 days of hire.
 - Experience working with early childhood ages (birth to 6) and families.
 - Have some knowledge of working with community programs and resources.
 - Familiar with the Montana state licensing rules and regulations.

Skills

- Maintain a high standard of professionalism.
- Proficient oral and written communication with staff, families, and the community effectively.
- Ability to effectively prioritize tasks and follow through with responsibilities.
- Ability to relate to a diverse, and sometimes vulnerable, population.
- Intermediate to advanced Microsoft office Suite computer skills.

Abilities

- Work in a dynamic and, at times, chaotic environment with multiple distractions involving children of all ages.
- Demonstrate the ability to collaborate with other facility staff and center families.
- Maintain a strict confidentiality policy of records and information of families, staff, and children.
- Be committed to helping the center families and children gain resources and financial support to help them succeed in and outside our facility.
- Be flexible during tasks, understanding that this unique environment will demand change frequently.

Preferred Skills

- Spanish Speaking
- Level 4 on Montana State Licensing Registry

Environmental Conditions

- Sitting, standing, kneeling
- Computer work, keying and screen.
- Lifting of 25-50 lbs.

- Work in a dynamic and, at times, chaotic environment with multiple distractions including children of all ages.
- Plan, schedule, and organize multiple priorities.
- Effectively communicate with individuals and children across all socio-economic levels

Family Promise is a mission-driven organization that empowers families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Family Promise embraces families of all compositions, uniting our community to be a part of the solution for those experiencing homelessness. Our vibrant culture is rooted in our Core Values: Trust, Equity, Authenticity, Compassion, Respect, Passion, and Fun. We bring these values to life in everything we do, fostering an environment where both our clients and team members feel valued and inspired. Potential team members would join a collaborative environment of problem solving and innovation, while bringing an exemplary work ethic and positive attitude that is supportive to all.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

FPGV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, religion, color, national origin, citizenship, age, physical or mental disability, marital status, sex, actual or perceived sexual orientation, and gender identity or expression, in accordance with applicable federal, state, and local laws. FPGV complies with applicable federal, state, and local laws governing nondiscrimination.