



**Job Title:** Bilingual Child Care Coach

**Reports To:** Regional Director

**Educational/Qualifications:**

- Minimum of bachelor's degree in Early Childhood Education, Child Development or closely related field with child development training.
- Experience preferred in child care and/or early education.
- Experience designing and delivering professional development opportunities for adult learners and serving in the role as a mentor.

**Physical Abilities:**

- Ability to sit for at least 6 hours per day.
- Vision sufficient to drive and carry out tasks, including computer data entry.
- Hearing sufficient for normal "person to person" and telephone conversations.

**Essential Duties and Responsibilities:**

- Promotes CCRC vision, mission, goals and objectives.
- Demonstrates the ability to be self-directing in carrying out the duties of the position.
- Demonstrates the ability to be a team player when required to collaborate with other CCR&R staff members.
- Demonstrates computer literacy and the ability to manage various computer software programs such as Microsoft Word, Excel, and PowerPoint, as well as various WLS database applications.
- Demonstrates exceptional, proficient oral and written communication skills, which would emphasize efficient speaking and listening telephone skills.
- Conducts technical assistance with child care providers via telephone consultation, as well as on-site consultation, as the situation warrants.
- Maintains and makes available resource listings of agencies, associations and organizations to ensure that referrals are being made to the appropriate offsite entities when the situation and circumstances warrant such a referral.
- Stays informed, current and knowledgeable about program resources and initiatives including the Reaching for the Stars, Scholars for Excellence, REWARD, Warmline, and other child care consultation services.

- Assists with provider access to the resource lending library that contains materials that support and assist in providing quality early education and out of school time programs.
- Assists with the compilation and timely delivery of reports, research and/or data as requested by Regional Director, the Board of Directors, CEO and/or funding sources.
- Assists, as needed, with the CCR&R off-site networking, marketing, recruiting, and mentoring throughout service delivery area.
- Assists, as needed, with public awareness events promoting CCR&R services and child care consumer education.
- Attends and represents CCR&R at assigned and/or required agency meetings, community events, stakeholder groups, in-service training, etc.
- Travel within the service delivery area, state and nation may be required.
- Maintains a valid driver's license, reliable transportation, and auto insurance.
- Accepts other duties as assigned by the CCR&R Regional Director.