



Job description for the position of

EARLY LEARNING CENTER COORDINATOR



POSITION SUMMARY

The Early Learning Center Coordinator is an innovative leader who inspires children and adapts to meet them where they are. This person is responsible for working in partnership with the Director of Children's Services and Vice President of Children's Services to carry out the mission and strategic advancement of Newhouse Children's Services. Successful candidates will possess the ability to convert words/vision into action and be an advancer of tasks and projects. The Early Learning Center Coordinator will be involved in high-impact projects that require acute attention to detail, the ability to multi-task, clear and concise written/verbal communication, proactive thinking and execution, and a consistent demonstration of a high level of trust.

The ELC Coordinator will report to and work closely with the Vice President of Children's Services while also partnering with development and other direct services staff to ensure projects are completed, deadlines are met, and that excellence is delivered in all we do at Newhouse. The ELC Coordinator will work in collaboration with children's therapists, advocates, case managers, and teachers to foster education, creativity, hands-on problem-solving, and exposure to healthy choices.

All Newhouse team members must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

PRINCIPAL ACCOUNTABILITIES

- Leads, motivates and manages the dynamic staff of the Early Learning Center.
- Works closely with the Vice President of Children's Services to create enriching educational and therapeutic opportunities for the children residing in the shelter and outreach clients.
- Develop and implement an educational + behavioral assessment to identify educational and behavioral support resources best suited to position the child to stabilize and thrive beginning in our Early Learning Center.
- Provides basic case management for families as necessary.
- Shares creative ideas to enhance and grow service delivery, business opportunities, and team culture.
- Attends professional development training and shares skills learned with the department.
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provide weekly and monthly schedules and lesson plans of activities.
- Ensure children are supervised at all times.
- Establish routines and provide positive guidance.
- Implement positive discipline as required.
- Develop positive relationships and communicate effectively with parents.
- Maintain educational and enrichment materials in residential lounges at least weekly.

EXPERIENCE, ABILITIES + QUALIFICATIONS

Must possess:

- Executive maturity, sound judgment, and a professional appearance
- Integrity, honesty and high ethical standards
- Keen interpersonal skills, being sensitive to our Trauma Informed Care model
- Alignment and adherence to the Newhouse mission, vision, and values & beliefs
- Ability to work effectively with diverse staff, parents, and community members
- Experience with conflict resolution and/or crisis management
- Action-oriented, entrepreneurial, adaptable, and innovative approach to curriculum planning
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must pass a background check
- CPR/First Aid certified or willingness to become certified within 30 days of hire

KEY SUCCESS MEASURES

Flexibility + Adaptability	Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control.
Team Building	Communicates the vision and objectives through behaviors and actions. Encourages and supports individuals through change. Fosters an environment that encourages sharing ideas and accomplishing goals as a team.
Boundaries + Self Care	Models appropriate boundaries with residents, staff, and visitors. Maintains appropriate work and personal life boundaries; actively practices self-care and seeks assistance when feeling overwhelmed.
Communication (Verbal + Written)	Expresses views constructively in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an exchange of ideas. Is an effective listener – listens openly without interrupting. Shows tact, courtesy and diplomacy in dealing with others. Delivers information effectively in a variety of formats. Is succinct in communications, recognizing time is a valuable resource for all.
Documentation	Exhibits a clear understanding of the importance of documentation. Is able to efficiently navigate the organization’s database and completes documentation in a timely manner.
Relationship Management	Uses appropriate interpersonal communication methods to work effectively with peers, residents, and community organizations to meet mutual goals and objectives, builds networks to obtain cooperation. Understands that the environment at Newhouse is one of trauma healing and recovery and interactions with our residents need to be handled sensitively and with a Trauma Informed Care lens.
Decision Making + Problem Solving	Obtains information and identifies key issues relevant to long-term goals. Actively plans, leads and develops with others for the success of the program. Diligently thinks through problems and can select appropriate alternative courses of action to create a solution.

Stress Tolerance	Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Maintains a positive attitude despite stress and frustration. Works effectively under pressure and approaching deadlines. Has a calming influence on others in stressful situations.
Financial Management	Demonstrates an understanding of fiscal responsibility and the impact of budget performance on the operation. Monitors spending and tracks expenses appropriately against the budget. Participates in developing department budget and proposing team structure and salaries.
Creativity + Innovation	Recognizes and generates innovative solutions to challenges (thinks “outside the box”). Seeks to challenge the status quo and traditional assumptions to improve service delivery, efficiencies, and effectiveness. the way things are done. Fosters a working environment that encourages creative thinking and innovation. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application.
Confidentiality	Properly maintains the privacy of all client’s personal information and readily adapts to new procedures to ensure confidentiality is achieved.
Change Management	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to addressing organizational challenges, advocates the need for self or others to seek a better way to address work processes.
Leadership, Coaching + Mentoring	Inspires, motivates and guides others to action; creates a sense of job ownership by providing clear expectations, feedback, mentoring and training to help individuals achieve their goals. In return, is coachable and takes into account constructive feedback.

WORK CONDITIONS

Work conditions are typical of those in an office setting. There may be extending periods of sitting, standing, walking up and down stairs and/or traveling on the elevator. Staff may be subject to noises such as others speaking or children playing, given the shelter’s communal living structure. There are times the shelter must go into privacy mode for the privacy or safety of staff/residents. The intercom system is used to communicate these needs.

EDUCATIONAL REQUIREMENTS

Bachelor’s Degree in Early Childhood Education or Social Sciences (Psychology, Sociology, etc.) is required. Minimum of two years of relevant experience in a supporting role.

Work schedule is typically M-F. Work schedule and hours may vary; evenings and weekends may be required for special projects. Newhouse provides a flexible and virtual work environment to the extent that it does not interfere with meeting the needs of our clients and residents.

AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to thrive. We promote diversity of thought, culture and background and are committed to a work environment of belonging that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person's aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

TO APPLY

Send your resume and cover letter to brittany@newhousekc.org

Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.

I have read and understood the duties and expectations as described in this position description.

Employee Name

Date