



Job Description

Early Childhood Resource Center Coordinator

Position Summary: The Early Childhood Resource Center Coordinator will be responsible for managing the day to day operation of the Early Childhood Resource Center which provides a wide variety of materials and services for young children to child care providers, parents and the community. The position reports to the Executive Director, Caroline Goins.

Fair Labor Standard Act: Non-Exempt

Qualifications:

- Minimum of AA Degree in Early Childhood Education, Education or related field
- Knowledge of early childhood issues
- Experience as early childhood educator *preferred*
- Excellent written and verbal communication skills
- Excellent organizational skills
- Professional image (appearance, speech and behavior)
- Excellent customer service skills
- Ability to work independently as well as with a team
- Ability to multi-task and adapt as needed
- Excellent skills in wide range of technology including Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, etc.)
- Daily use of a reliable car, valid driver's license and willingness to travel for meetings and trainings
- Ability to lift up to 50 pounds

Early Childhood Resource Center Duties:

- Manage day to day operation of the ECRC including documentation, membership recruitment, materials management, circulation, organization, ordering, maintenance of materials, receipt of funds
- Greet visitors to ACPC
- Provide support and excellent customer service for child care providers, parents and community members
- Assist educators with selecting appropriate items in ECRC for lesson plans
- Model age appropriate themes in ECRC with available resources
- Receive and receipt funds for memberships, trainings, ticket sales, etc.
- Develop and maintain strong working relationships with child care providers, parents, community programs and agencies
- Plan, host and facilitate Storytime in ECRC using age appropriate materials and activities
- Maintain an organized and customer-friendly ECRC environment including ECRC window displays
- Oversee maintenance of Ellison die cutters and dies, laminating machine and other ECRC hardware
- Administer and use Follett library management software to maintain ECRC inventory and patron information
- Submit ECRC quarterly evaluation and other reports as requested
- Attend meetings and training sessions as requested

- Recruit, coordinate and supervise volunteers in ECRC
- Maintain effective communication with ECRC patrons
- Assist with ACPC literacy programs including Dolly Parton's Imagination Library
- Acquire certification as National Child Passenger Safety Technician and maintain certified status
- Assist with car seat inspections, check points and other Safe Kids events
- Acquire, maintain and distribute items from Second Harvest Food Bank to community
- Maintain registration for child care trainings by registering participants and receiving payments
- Assist with annual ACPC fundraiser (Barn Blast) as directed
- **Other duties as assigned by Executive Director**

Other requirements:

- Criminal background check and drug screen

Full Time with benefits: 37.5 hours per week
Salary based on education and experience

Application deadline is Friday, August 4, 2017, 5:00 pm.

ACPC application and job description are available at www.ansonchildren.org and at 117 South Greene Street, Wadesboro, NC. To apply: Send resume, completed ACPC application and cover letter to:

Anson County Partnership for Children
Attention: Caroline Goins, Executive Director
117 South Greene Street Wadesboro, NC 28170
caroline.goins@ansonchildren.org

Anson County Partnership for Children does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or provision of service.