

**UpValley Family Centers
Early Childhood Education Program Coordinator**



Employment Type: 1 FTE, Full-time, non-exempt
Starting Salary: \$22/hr or depending on experience
Benefits: Paid sick leave, vacation and holidays; medical and dental benefits, 401k plan

About UpValley Family Centers:

Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We envision that through healthy relationships and networks of support, all people are safe, valued, and prepared to create the future they want for themselves, their families, and their community. Since 1999, UVFC has been the primary trusted resource for low-income communities in the northern Napa Valley, serving as a one-stop shop for access to the resources people need to survive and thrive. Located at offices in Calistoga and St. Helena, we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more about us at www.upvalleyfamilycenters.org

About this Position: The Early Childhood Education (ECE) Program Coordinator is responsible for the administration of UVFC's Niños Activos Program in Calistoga and St. Helena, coordinating early learning and socialization activities for children ages 0-5 and their parents 4x/week. This position, under the supervision of UVFC's Education Manager will design and implement developmentally appropriate activities for families that they can replicate at home. This position will also be responsible for administering developmental screenings for children ages 0-5 using the Ages and Stages Questionnaire, and connecting families to resources as appropriate. The ECE Program Coordinator will also administer the Raising A Reader Program.

This position reports to UVFC's Education Program Manager.

Responsibilities:

- Work with the Education Program Manager to increase the communication between UpValley Family Centers (UVFC) and the up valley parent community.
- Meet with families with children aged 0-5 to present family support services and health resources such as MediCal.
- Facilitate mutual support group meetings for parents with young children, including use of established curricula such as Latino Family Literacy Project and Triple P (Positive Parenting Program).
- Assist in planning and implementation of special events geared toward outreach to families with young children, and stay abreast of/help promote available resources.

- Attend various community and school meetings, including English Language Advisory Committee, as appropriate.
- Work with the UVFC Education Manager and local partner organizations to identify and outreach to parents for leadership programs.
- Document client interactions in UVFC's Apricot database and assist in developing reports for funders.
- Coordinate the Niños Activos Program for children ages 0-5 and the Raising A Reader Program in both Calistoga and St. Helena. Develop age-appropriate activities that support child development and school readiness among participants.
- Administer developmental screenings (ASQs) for children 0-5 as needed.
- Provide program and coordination support for UVFC's Summer Bridge Program for incoming kindergarteners in Calistoga, including leading parent workshops.
- Other duties as assigned.

Qualifications:

- Commitment to the mission and goals of the UpValley Family Centers
- Bilingual (Spanish/English)
- Experience developing and administering early childhood programming. (Early Childhood Teaching Credential highly desirable)
- Excellent written and verbal communication skills, including an ability to communicate effectively with a variety of stakeholders – including parents, UVFC staff, volunteers, and school district representatives
- Excellent organizational skills and ability to manage projects with many moving parts
- Ability to work with diverse ages and backgrounds
- Understanding of health resources available to children and families
- Understanding of the stages of child development for ages 0-5.
- Self-starter, able to multi-task and work independently
- Flexible – some evening and weekend work required.
- Strong interpersonal skills and leadership ability
- Demonstrated ability to communicate with families and children.
- Knowledge of word processing and spreadsheet software
- Valid Driver's License and insurance or other means of reliable transportation
- Able to pass a fingerprint background check
- *Preferred skill* (UVFC will facilitate acquisition if needed): Triple P accreditation.

Schedule: Typical schedule Monday-Friday 8:30-5:00. Some nights and weekends may be required throughout the year upon request.

To apply: Please email cover letter and resume to zguzik@upvalleyfamilycenters.org with the subject line: Early Childhood Education Program Coordinator. Position open until filled. No phone calls please.

UpValley Family Centers is an equal opportunity employer.