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<b>Job Title</b>	Training Coordinator and Coach
<b>PVN ID</b>	VA-1807-002596
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 29, 2018 (Or Until Filled)

## General Description

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The **New York Early Childhood Professional Development Institute** is a unique public/private partnership that brings together a range of public agencies, a consortium of private funders, and the nation's largest urban university (CUNY) to create an Institute that focuses on the early childhood workforce to ensure that all young children have access to excellence.

The Informal Family Child Care Project (IFCC) – a project of the Institute – works to elevate the quality of care for children in home-based child care settings in New York City. IFCC assesses, supports and advocates for childcare providers, and builds their skills and capacity to provide safe, high quality care through a comprehensive array of professional development opportunities and services.

### Position Description

The Informal Family Child Care Project will hire one full time (35 hours per week) *Training Coordinator and Family Child Care Coach*. This is both a strategic and hands-on role responsible for developing, coordinating and overseeing all aspects of IFCC's professional development programming for home-based childcare providers, including leading the design, implementation and facilitation of innovative professional learning opportunities, providing individualized and small group support and coaching, and hiring and supervising a team of part-time facilitators. The Coordinator reports to the Director of the Informal Family Child Care Project and works closely with all program staff.

## Other Duties

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### Duties and Responsibilities

- Lead the design of IFCC's professional development programming for home-based child care providers
- Facilitate workshops and other group learning events
- Assist in the hiring and supervision of part-time facilitators and provide guidance and support to build their skills and capacity, including the design and delivery of periodic staff development
- Participate in the collection and analysis of program data to inform program planning and implementation
- Provide close support to child care providers in assessing and identifying their needs and goals and developing individualized plans through small group and one-on-one coaching and consultation
- Link and refer providers to additional resources based on expressed needs
- Perform other duties as assigned

## Qualifications

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### Minimum Qualifications:

- Bachelor's degree in Early Childhood Education, Family & Consumer Science, Psychology, Social Work, Sociology, or a related field. Master's degree strongly preferred
- At least 5 years of experience working directly with children, families and/or early childhood professionals
- Demonstrated competency in facilitating training, technical assistance, and coaching or consultation to adult learners
- A complete and current profile in The Aspire Registry, New York's early childhood workforce registry
- Possess a Training and Technical Assistance Professional Credential, or the ability to obtain the credential within a mutually agreed upon timeframe (<http://nysaeyc.org/credentials-offered-by-nysaeyc/>)
- Proficiency in Microsoft Office programs
- Ability to communicate using technology, develop reports and track data
- Ability to work some evenings and weekends
- Sound judgment, discretion, and ability to appropriately handle sensitive and confidential information
- Sophisticated interpersonal skills, including strong written and verbal communication skills
- Experience conducting intakes and facilitating strengths-based, person-centered and/or other individual and group engagement approaches and methods
- Ability to build and maintain professional helping relationships
- Demonstrated awareness of, sensitivity to, and competence in dealing with cultural and socioeconomic diversity of caregiver population
- Must be highly organized and able to work well with others
- Must be comfortable traveling around the five boroughs of NYC and visiting participants in their homes

### Preferred Qualifications:

- Knowledgeable about early learning documents, rating scales and/or curricula, including The New York State Early Learning Guidelines and Core Body of Knowledge, Infant-Toddler, Early Childhood or Family Child Care Environment Rating Scale (ITER-S; ECER-S/FCCER-S), Center on the Social and Emotional

Foundations for Early Learning (CSEFEL) Pyramid Model

- Experience with or knowledge of city agencies, social and community-based service providers
- Bilingual, English/Spanish
- Experience with case management
- Certified CPR/First Aid and/or Health & Safety instructor

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