

<b>Job Title</b>	Training Coordinator and Coach
<b>PVN ID</b>	VA-1801-002305
<b>Category</b>	Managerial and Professional
<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>	\$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 27, 2019 (Or Until Filled)

## General Description

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### Project Description

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 1 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 monitoring all aspects of IFCC's professional learning and support program for home-based childcare providers, including leading the design and facilitation of innovative professional learning opportunities, providing individualized 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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### Primary Functions and Responsibilities

- Lead the design of IFCC's professional learning and support program
- Facilitate group workshops on early learning and provider development topics
- Assist in the hiring and supervision of part-time facilitators
- Participate in the collection and analysis of program data
- Guide and support part-time facilitators to build and maintain capacity, including the design and delivery of periodic staff development
- Coordinate communication and maintain relationships with community partners
- Provide individualized support and technical assistance to providers through weekly office hours and individualized coaching sessions
- Assist providers in assessing and identifying individual needs and goals and developing individualized plans
- Establish and maintain relationships with city agencies and community-based service providers
- Make referrals to appropriate agencies and service providers based on providers expressed needs
- Provide close support to child care providers through coaching and consultation in assessing challenges and creating, implementing and monitoring action plans
- Participate in supervision and peer support as offered for individuals working in this capacity
- Maintain confidentiality
- Perform other duties as assigned

## Qualifications

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### ***Required/Minimum:***

- 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 delivering 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 NYS Early Learning Trainer 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, including Microsoft Excel
- Ability to communicate using technology, develop reports and track data
- Ability to work 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 (additionally):***

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

**Salary:**

\$65,000

**Please submit your cover letter and resume with your application.**

We are strengthened by the diversity of our colleagues across the City University of New York. We welcome applications from people of all cultures, backgrounds, and experiences, and are committed to providing reasonable accommodations so that colleagues with disabilities are able to fulfill the essential functions of the job.

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