



## **Family Child Care Coordinator**

### Position Description

**Reports to:** Executive Director

**This position is exempt.**

**Qualifications:** Responsible for supervising Family Child Care office. Individual must be flexible, organized and computer literate. Excellent written and verbal communication skills are required. Must demonstrate emotional stability and leadership skills. Bachelor degree preferred. Minimum of 3 years' experience working with children and/or families required. Must pass a B.R.C. check.

### **Essential Functions:**

- Maintain effective and positive communication with families and co workers
- Demonstrates excellent and professional verbal and written communications.
- Provides leadership to ensure programs and services are successfully delivered by the team.
- Demonstrate emotional maturity and stability
- Must have a Massachusetts state license and reliable transportation
- Applicant must have visual and auditory capabilities.
- Must be computer literate

### **Specific Responsibilities:**

- Maintain effective communication between the office and the Director of Family Childcare
- Manage and supervise the daily operations of the program
- Responsible for recruiting licensed educators
- Develop community contacts to expand client base
- Support providers through regular visits offering orientation, training and development
- Maintain child care contracted slots and vouchers by using current wait lists, placement of children, reassessments and attendance
- Supervise the program in accordance with the philosophy of the Guild of St. Agnes, DEEC standards and the Department of Families and Children regulations
- Function as a liaison between Guild of St. Agnes educators and parents
- Arrange respite child care and complete reimbursement forms
- Conduct and document regular home visits
- Monitor fee collection and termination letters
- Maintain ongoing communication with the Department of Families and Children
- Arrange for substitute care for children
- Purchase supplies and equipment for providers and Family Child Care program
- Complete providers' weekly invoices
- Arrange and coordinate transportation for children as needed
- Participate in training programs, conferences, courses and other aspects of related
- Be responsible for the correct implementation of EEC regulations and policies
- Accurately implement the correct regulations concerning children in early education
- Attend all Family Child Care provider's meetings and participate in public relation events
- Scheduled work hours may vary and are subject to change

**I have read and understand this job description.**

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Name (Print)

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Signature

\_\_\_\_\_  
Date