



EARLY CHILDHOOD SPECIALIST

Position:	Early Childhood Specialist
Department:	Children’s Programs
Reports to:	Recreation Supervisor-Children’s Programs
Location:	Buchanan & Wulf Recreation Center
Status:	Full-Time
Hourly Wage:	\$18.43-\$27.17 hourly

Nature of Work

Under the direction of the Recreation Supervisor - Children’s Programs, the Early Childhood Specialist is responsible for planning, developing and administering the District Before and After School, and camp activities. Additionally, this position is responsible for patron enrollment, budget preparation, and staff supervision within programs.

Essential Functions

- Manages and coordinates patron enrollment and registration, including but not limited to billing and collection of registration fees
- Develops, plans, and assists with the Children’s Program Budget
- Assists Children’s Program Supervisor to demonstrate compliance with applicable laws and regulations, including but not limited to Colorado State Child Care Rules and Regulations
- Responsible for managing daily operations of Before and After School Program while also implementing age appropriate activities for patrons
- Engages and assists in the development of enrichment activities that provide children with opportunities to learn and develop skills
- Supervises and trains Program Assistant Directors, Leaders, and Aids within designated program
- Coaches, mentors and directs staff to meet the goals of the program and department
- Administers performance evaluations for direct reports within designated programs
- Assists in the hiring and placement of program Leaders and Aids within Children’s Programs Department
- Promotes programs positively
- Schedule staff to work so that the required ratio is met, and certified drivers are available as needed.
- Update calendars and guidelines for appropriate program.
- Prepare monthly registration sheets and daily rosters, and update children's health and medical forms.
- Administer medications to participants as necessary.
- Screen new parents and children into the program.
- Effectively communicate with parents as needed.
- Assist with and schedule special events.
- Coordinate activities at the Lake House, in the pool, and in other facility rooms.
- Responsible for all areas of providing a quality child care program.
- Act as a counselor when necessary, and must be physically present in the program 60% of the operating hours
- Drive for the programs as necessary. (CDL required within 6 months of hiring)
- Find substitutes for counselors when needed.
- Arrange for monthly emergency drills for child care.
- Delegate authority in order to achieve defined goals.
- Possess a comprehensive and concise knowledge of Evergreen Park & Recreation District's (EPRD)



policies and procedures.

- Act and serve as a liaison between parents and applicable members of assigned staff.
- Must possess a highly defined focus toward both internal and external guest service.
- Oversight of daily operations of programs.
- Communicates positively with parents, participants, and staff.
- Other duties as assigned.

Management & Supervisory Duties

- Schedule, attend, and assist in facilitations of meetings and trainings.
- Conduct one-on-one meetings with staff as necessary.
- Implement all licensing policies and procedures.
- Hire, train, assist, develop, discipline, and dismiss (if necessary).
- Daily supervision of all assigned employees.
- Implement all EPRD policies and procedures in a timely manner.

Illustrative Examples of Duties

- Prepare long range, viable plans for assigned area of functional responsibility and needs assessment for the functional areas of responsibility.
- Implement Risk Management plans, allowing for a safe environment for employees and participants.
- Evaluates programs to effectively meet community needs and to ensure maximum utilization of staff, resources, and equipment.
- Update and oversee calendars as related to various groups.
- Remain in contact with participants' parents in order to promote positive community relationships.
- Serve as counselor during the program - as needed.
- Substitute as counselor and/or driver in the event of employee absence as related to the functional areas of responsibility.
- Provide essential preparatory training to staff for state licensing regulations.

Skills

- Fundamental management, administration, budgeting, purchasing, personnel, and financial skills necessary to effectively manage applicable programs.
- Excellent problem solving skills.
- Organization and leadership skills.
- Customer service skills.
- Excellent verbal and written communication skills.
- Must be willing to interact on a regular basis with the community and parents of program participants.
- Must possess conflict resolution skill as applied to issues regarding and relating to children and youth.
- Must be highly motivated, organized, and creative.

Knowledge

- Knowledge of the needs and abilities of children and youth.
- Familiarity with Macintosh terminal and MS Office Suite
- Thorough knowledge of modern principles, methods, practices, and equipment relating to the functional areas of responsibility.
- Thorough knowledge of federal, state, and local laws, regulations, and standards relating to the functional areas of responsibility.
- Thorough knowledge of budgeting practices, methods, and procedures.
- Thorough knowledge of district amenities, including pool and lake house.



- Thorough knowledge of issues relating to and pertaining to children and youth.

Abilities

- Ability to plan, direct, supervise, and evaluate programs, assess overall district effectiveness in exercising its mission.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze, and interpret data using computers and any applicable software.
- Ability to prepare clear, concise reports, studies, and statistics.
- Ability to establish and follow priorities.
- Ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate personnel.
- Ability to establish and maintain effective working relationships with other employees, civic organizations, community agencies, parents, and the general public.

Required Training, Experience & Qualifications

- The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in semester hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications.
 1. A Bachelor degree in early childhood education from a regionally accredited Colorado college or university; or,
 2. A current early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; or,
 3. Completion of all of the following three (3) semester hour courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:
 - a. Introduction to early childhood professions;
 - b. Introduction to early childhood lab techniques;
 - c. Early childhood guidance strategies for children;
 - d. Early childhood health, nutrition, and safety;
 - e. Administration of early childhood care and education programs;
 - f. Administration: human relations for early childhood professions or introduction to business;
 - g. Early childhood curriculum development;
 - h. Early childhood growth and development.
 - i. The exceptional child; and,
 - j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training; or,
 4. Completion of a course of training approved by the Department that includes course content listed at Section 7.702.42, A, 3, a-j, and experience listed at Section 7.702.42, B.
- The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program:
 1. Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, early childhood special education, or an early childhood professional



Credential Level IV Version 2.0 as determined by the Colorado Department of Education; no additional experience is required.

2. Persons with a 2-year college degree in early childhood education must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
 3. Persons with a Bachelor's degree and completion of courses specified in Sections 7.702.42, A, 3, a-j, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
 4. Persons who have no degree but have completed the thirty (30) semester hours specified in Section 7.702.42, A, 3, a-j, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.
 5. Verified experience acquired in a licensed Colorado family child care home or school-age child care center may count for up to half of the required experience for director qualifications. To have Colorado family child care home experience considered, the applicant must be or have been the licensee. The other half of the required experience must be working directly with children in a child development program.
 6. Experience with five (5) year olds must be verified as follows:
 - a. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience;
 - b. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school-age experience.
- Current CPR and AED Training
 - First Aid certification.
 - Universal Precaution certification.
 - Medical Administration certification.
 - Commercial Driver's License (COL) is preferred.
 - Complete state licensing requirements and annual training.
 - Medical records which verify employee is free from emotional, mental or physical illness and free from evidence of personal conduct detrimental to the health, safety or well-being of children and youth, self or the District.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.