

River Valley Child Development Services

A leader in providing high quality early childhood care and education services for children, families, and communities

Job Description

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| Position: | Training and Technical Assistance Statewide Coordinator |
| Program: | West Virginia Early Childhood Training Connections and Resources (WVECTCR) |
| Worksite: | 611 Seventh Avenue, Huntington, WV |
| FSLA Classification: | Non-exempt |
| RVCDS Classification: | Full-time, 40 hours per week |
| Provisional Employment Period: | 6 months |
| Position(s) Accountable To: | WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director |
| Position(s) Accountable For: | N/A |
| Purpose of Position: | Coordinate, implement, and supervise all training, technical assistance, and professional development activities identified in the annual WVECTCR work plan and/or requested by grantors. |
| Educational Requirements: | Minimum bachelor's degree in early childhood education, adult/technical education, or related field |
| Experiential Requirements: | Three (3) years of relevant professional experience; experience in coordinating training events. |
| Additional Training Required: | Fulfill requirements of Individual Staff Development Plan |
| Driver's License, Liability Insurance, and Acceptable Driving Record: | Required |
| Additional Required Certifications, Tests, Licenses: | WV STARS Trainer Credential |

Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, flexible and self-initiated.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Able to apply critical thinking skills, use professional judgment, and utilize strong decision making skills.

Demonstrates conflict management skills.

Engage effectively with the public and community. Able to foster collaborative relationships.

Revised: 5/8/2017 BNH

Effective: 7/1/2017

Provide professional customer service.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Possess excellent presentation, facilitation, and strategic planning skills.

Able to evaluate program data and reports. Make recommendations based on evaluation.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel frequently; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Must have an acceptable Criminal Investigation Background (CIB) check. May require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the WV STARS career pathway.

Essential Responsibilities

Agency

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Program

Coordinate and implement conferences, trainings, and/or meetings, including, but not limited to: Great Beginnings, Celebrating Connections, Camp Gizmo, ICC Retreat.

Secure conference/meeting facility and serve as contact for related events.

Contact and secure trainers/speakers and execute training agreements for conferences, trainings, and/or meetings.

Follow the RVCDS procurement policies and procedures for processing of payments, agreements, etc.

Create purchase orders for speaker/trainer/facility payment.

Oversee processing and purchasing of materials and resources for related conferences, trainings, and/or meetings.

Ensure (when appropriate) all conference sessions, trainings, and/or meetings are registered with WV STARS, following the WV STARS training registration policies and procedures.

Coordinate CEU approval for specified training events.

Support/coordinate logistics and delivery of training and technical assistance opportunities to child care resource and referral training teams.

Develop forms and processes for specified project activities.

Process conference and training registrations and distribute registration information.

Collaborate with the WV STARS Statewide Coordinator and other stakeholders, when applicable, to implement the integration of online conference registration, into the SimplyDigi software.

Assist with Engage, as needed.

Utilize database to create reports as requested on local, regional, and statewide training opportunities to inform providers and training sponsors.

Maintain and update the Celebrating Connections social media account(s).

Attend and participate on committees as assigned by the WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with the WVECTCR Assistant Statewide Director.

Prepare and submit a monthly statistical report and quarterly report to the WVECTCR Assistant Statewide Director.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, WVECTCR Assistant Statewide Director.

Employee Signature

Printed Name

Date