

Sponsor Site: Child Care Action Council
108 State Street Olympia, WA 98507
Phone Number 786-8907x101
Website: ccacwa.org
Contact Person: (Annie Cubberly)
annie@ccacwa.org
Site Supervisor: same

Vehicle Required: yes
Driver's License Required: yes
On bus route: yes
Minutes from downtown NA
Olympia:
Auto Insurance Required: yes

TITLE: Child Care Programs Activities Coordinator

HOURS OF SERVICE: 9:00 a.m. to 5:00 p.m., M – F with evening and weekend hours

JOB DESCRIPTION: The program is one that works with children ages 0-5, their parents, and the child care providers who care for them. As an AMC, you will be working closely with child care providers, parents, children and other social workers in the community. This position requires an adaptable person who enjoys children and is able to relate well with parents and present professionally.

SITE DESCRIPTION: The Child Care Action Council is a non-profit community impact organization that works with child care providers and other caregivers that interact with children. Our mission is to build networks of accessible, high quality and affordable child care that all children are cared for in environments that help them learn and grow to their potential. Program staff manage individual programs but support each other and work collaboratively. The office is located in down town Olympia, although much of the work will take place at various child care sites in the County. Olympia is the capitol city of Washington. Olympia has three colleges and many cultural and recreation activities to offer and a reliable public transportation system.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Participate and learn to facilitate early literacy family learning evenings
- Visit Raising a Readers sites to read to children one-on-one
- Recruit parent leaders to attend Community Cafes
- Coordinate and facilitate Community Cafes with support
- Provide child care to small groups when a child care provider is engaged in consultation
- Coordinate Block Fest parent engagement events
- Make calls to clients that have used Crisis Nursery to determine needs
- Visit other service agencies to share information about Crisis Nursery
- Attend monthly unit staff meetings.

REQUIRED QUALIFICATIONS:

- Some college preferred with a focus in early childhood education, psychology or related field
- Applicants should have an interest in and enjoy working with at-risk children and parents
- Able to follow the policy of the agency related to being a drug and alcohol free zone
- Ability to present professionally
- Basic Computer skills
- Good verbal as well as written communication skills