



Alamance Partnership for Children
2322 River Road, Burlington NC 27217
Early Childhood Specialist – Outdoor Learning
Job Description

Job Title: Early Childhood Specialist – Outdoor Learning	Reports to: Early Learning Services Manager
Department/Activity: Child Care Services	
Salary Range: \$33,000 - \$37,000	Number of hours per Week: 40

<p>Objective:</p> <p>The Early Childhood Specialist will provide core Child Care Resource and Referral services with a focus on meeting the needs of the child care community. This position will oversee the Alamance Partnership for Children Outdoor Learning Environment. Additionally, this position will require oversight of special projects as assigned by the Alamance Partnership for Children’s Early Learning Services Manager.</p>
<p>Responsibilities:</p> <p>Provider Services</p> <ul style="list-style-type: none"> • Building long-term relationships with child care facilities by providing phone and on-site Technical Assistance. This includes (but is not limited to) assistance with room arrangement; outdoor learning environments; modeling developmentally appropriate practice; offering appropriate professional development; assistance with interpreting and compliance of the State rules and regulations; and assistance with all areas of the Environment Rating Scales as they relate to the specific needs of each facility. • Technical Assistance includes the following categories: <ul style="list-style-type: none"> ○ Start up information for potential child care providers and newly licensed facilities. ○ Intensive assistance including completing mock environment rating scales, and other early learning assessments as needed. ○ Consultation for short term support regarding any of the above-mentioned categories. ○ Provide Professional Development to support the above-mentioned areas. • Serving as a resource to the child care community by promoting local and statewide professional development events. • Maintaining familiarity with other community resources to help child care providers access appropriate materials and programs. • Keeping detailed, accurate and organized records for each facility as they relate to quarterly reporting. • Attend meetings as requested by the Early Learning Services Manager. • Report all child care service activity data on a quarterly basis. • Schedules and promotes professional development on the use and development of outdoor learning environments and obesity prevention in young children. <p>Services to the Community</p> <ul style="list-style-type: none"> • Represent the Alamance Partnership for Children accurately and professionally in the community. • Travel as needed to attend meetings, provide professional development opportunities, and attend workshops and seminars. • Participate in the planning and implementing of yearly community events including, but not limited to, the Week of the Young Child, Day of Training and Parent/Family Events. • Advocate for high quality child care and other support services for families, children and child care providers at local, state and national levels. • Act as a liaison to state licensing consultants and area parent/provider education and training. • Contribute to the Partnership’s parent/provider newsletter and other publications as requested.



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- Develop and maintain the Alamance Partnership for Children Outdoor Learning Environment.
- Assist in additional tasks assigned by Executive Director, Program Director or Early Learning Services Manager.

Requirements:

Education/Experience:

Bachelor's degree in Early Childhood Education, Child Development, Human Development and Family Studies, or a related field. Eligibility for NC TA/PD Endorsement by holding a Level 12 certification issued by NC Institute for Child Development Professionals. Knowledge of the North Carolina Division of Child Development rules and regulations. Knowledge of and experience with using the Environment Rating Scales.

Special skills/Training:

Excellent interpersonal communication skills with an emphasis on relationship-building with diverse groups. An ability to work in a team-oriented agency. Must be creative, love the outdoors and have a passion for helping adults understand the benefits to children who play and learn outdoors. Ability to maintain confidentiality. Possess strong organizational skills along with strong written and verbal communication skills.

Additional education/experience/skills/training preferred:

Preferred: A master's degree in Early Childhood Education, Child Development, Human Development and Family Studies, or a related field. Current TA & PD Endorsement issued by NC Institute for Child Development Professionals. Knowledge of Child Care Resource and Referral Council and the Smart Start initiative.

Please submit cover letter with resume to humanresources@alamancechildren.org.

No phone calls please. Position open until filled.