



Position Name: Early Childhood Development Specialist

Reports to: Kids Port Manager

Major Duties:

- Facilitate lessons plans made by Curriculum Specialist in coordination with Kids Port Manager
- Participate in monthly staff meetings
- Plan, organize, and oversee daily activities with children and providers
- Ensure programs operate as required by the Curriculum Specialist and Kids Port Manager
- Participate in training and professional development activities
- Become trained in Kansas Department of Health and Environment Regulations for both Kids Port Facilities
- Trained in Kids Port policies and procedures

Other Duties

- Assist in performing tasks directed by the LiveWell Northwest Kansas Executive Director necessary to achieve the organization's mission and growth plans
- Identifies, maintains, and strengthens partnerships within and outside the organization (i.e. schools, community/regional organizations, local and state governments, etc.).
- Depending on interest and professional background, perform other grant initiative functions to support the work of the Lead Project Director or LiveWell Northwest Kansas Executive Director
- Assists with facilities management activities
- Occasional travel to local events, professional development workshops, and conferences

Minimum Education

- High School Diploma required. Associate Degree in early education/childhood development preferred but not required

Skills and Knowledge

- Proficient in skills related to Microsoft Office Products (i.e. Word, Excel, etc.)

Other Abilities

- Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise, tact, firmness, and customer service
- Communicate effectively both verbally and in writing
- Ability to make progress individually and collaboratively
- Establish and maintain good relationships with community stakeholders
- Punctual reliable, and flexible
- Maintain a positive attitude toward parents, staff, and children
- Maintain confidentiality

Salary Range:

First month: \$13 to \$15 per hour based on experience

After first month: Transition to salaried employee at current pay range with access to agency cafeteria plan and retirement benefit.

Number of Hours Per Week: Non-exempt