



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CORONA-NORCO FAMILY YMCA Job Description & Performance Standards

Position: Child Development Resource Coordinator

Reports to: Associate Executive Director of Childcare

Pay Range: \$22-30

FLSA Status: Hourly Non-Exempt

POSITION SUMMARY: Under the Supervision of the Associate Executive Director, the Early Childhood Child Development Resource Coordinator provides behavior management support to teaching staff and children to ensure safety and developmental growth within the program. In collaboration with the Site Supervisors, Teachers, and Program Directors, the Child Development Resource Coordinator provides hands-on support for children with behaviors that interfere or limit their ability to participate and optimally learn in the classroom, routines, or pose a safety/health risk to themselves or others. The role of the CDRC is to promote social, emotional, physical and intellectual growth of the child through teamwork, CDRC-Parent-Teacher's collaboration. Provides community resources to families as it applies to the child's individual needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs classroom observations of children referred for behavior and assists in developing behavior plans when appropriate.
- Utilizes referral information for children needing further evaluation for services and provides family support through the referral process.
- Provides classroom support to include classroom management and environmental interventions that support social-emotional well-being of the child.
- Supports teachers in the determination of age-appropriate behavior and atypical behaviors.
- Provides support to teaching staff for behavior management, modeling appropriate behavior strategies and conducting child observations.
- Completes individual observations, writes reports and communicates with teachers, team members and the family.
- Meets with the teachers to develop individual intervention plans for behavior, and shares resources to support the family with managing behaviors.
- Support and provide staff training regarding early childhood behavior, health and behavior strategies.
- Communicates with teaching staff regarding progress and regressions.
- Monitors and follows-up on child plans and implementations.

- Provides individual support and role modeling to children and teachers by seeing them in schools and helping them in reaching their behavior plan goals.
- Performs other duties as required.

QUALIFICATIONS:

- Minimum of bachelor's degree in early childhood education, Early Childhood Development, Child Development, or related field; and a minimum of one year experience preferred working in an early childhood classroom and supporting children's social emotional development
- Knowledge and experience working with Early Childhood Education
- Intermediate to advanced computer skills

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Accepts and demonstrates Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to drive to sites, other agencies, and training.
- Must have the ability to sit and stand for long periods of time.
- Must be able to work at a computer for extended periods of time.
- Occasional bending, stopping and lifting up to 25 pounds.