



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Coordinator, Children's Education and Activities Program

Department: Center for Parenting and Early Childhood Education

Classification: Exempt

Reports to: Manager, Center for Parenting and Early Childhood Education

JOB DESCRIPTION

Summary:

The Children's Education and Activities Program Coordinator is responsible for developing and providing the education and activities curriculum for PEC's Parenting and Early Childhood Education Center.

Essential Duties and Responsibilities:

- Lead PCI (Parent/Child Interaction) workshops with parents and children (leading mothers in play activities)
- Create and Implement Daily Educational Lesson Plans for 2-4 year olds
- Assist in facilitating and coordinating after school programs and related activities for children.
- Maintain Daily CPECE Attendance and Input in CARES Database
- Assist with Monthly After School Program Report to School District
- Assist in Completing Reports Regarding CPECE Programming
- Facilitate/Assist in Facilitating Workshops for Parents as Needed
- Ensure maintenance and upkeep of CPECE

Competencies:

- Organizing and Planning
- Oral and Written Communications
- Results Orientation
- Team Skills

Required Education and Experience:

- Bachelor's Degree in Education or related field
- Three years' experience in a social service setting

Preferred Education and Experience:

- Master's Degree in Early Childhood Education
- 5 years' experience working with homeless adults and children

Additional Eligibility Qualifications:

Knowledge of the complexity of poverty and women's homelessness, mental illness, trauma, substance abuse and the impact on individual and community health

Work Environment:

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested applicants should send their resume and cover letter to dmitchell@pec-cares.org.