



INFANT/TODDLER SPECIALIST

This position is ideal for an early childhood professional with a minimum of 3 years management experience working with infants and toddlers and experience teaching adults. This position involves travel in a six county region and some evenings hours.

This is a full time, 40 hours per week position. Salary will be commensurate with education and experience.

KEY RESPONSIBILITIES AND EXPERIENCE:

The purpose of this position is to provide:

- Consultation, technical assistance, and training to the early childhood workforce in licensed child care facilities... in the six county region (Craven, Pamlico, Beaufort, Tyrrell, Washington, and Hyde Counties).
- Assisting the early childhood workforce in child care facilities with training and support in maintaining or increasing the quality of childcare.

The Infant/Toddler Specialist accomplishes this by:

- Conducting site visits to licensed childcare facilities.
- Train and guide the early childhood workforce to meet state requirements for licensing.
- The Infant/Toddler Specialist uses consultation and training skills, and knowledge of early childhood education in order to coach early childhood directors and staff to improve outcomes for children.
- The Infant Toddler Specialist will also collect data within the region and disseminate materials to childcare facilities based on need and funding.

Required Experience:

- All candidates are required to have a bachelor's degree in early childhood education, child development or related field.
- All candidates should have strong written, oral communication skills, and strong computer skills.
- All candidates should have a valid NC driver's license and proof of insurance.
- All candidates should have the ability and willingness to work some evenings and Saturdays to provide trainings, as well as an occasional overnight stay.

Preferred Experience:

- Bachelor's degree in early childhood education or child development required, master's degree preferred.
- Three years' experience in management experience working with infants and toddlers or a program that serves them.
- An ideal candidate will have experience working with children and families, and experience training adults
- Be able and willing to travel in local 6 county region.

ABOUT CRAVEN SMART START:

Craven Smart Start is a 501c3 organization that was established almost 20 years ago to provide funding, coordination, education and other services in the community in order to raise the quality of childcare and improve learning and health outcomes for young children (ages 0-5) and their families in Craven County.

For the above position, please send your resume and cover letter to:

Craven Smart Start

ATTN: Bonnie Gould

2111 Neuse Blvd., Suite F

New Bern, NC 28560

OR EMAIL TO: bonnie@cravensmartstart.org

This position will remain open until filled.