



St. Vincent de Paul
SOCIETY OF LANE COUNTY

First Place Kids Program Coordinator

Eugene OR

Pay \$22.00 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program
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Job description

Agency: St. Vincent de Paul Society of Lane County

Program: First Place Kids (FPK)

Position Title: FPK Program Coordinator

Reports to: FPK Program Director

FTE: 40 hrs/week

Salary: \$22/hr

Hours: M-F 8:30am-5pm

Start Date: July 1st, 2022

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County

First Place Kids (FPK) provides families who are actively unhoused with access to a low-barrier, high-quality family programming. FPK provides a therapeutic space in order to mitigate the immediate detrimental effects of trauma while helping children and families gain the skills and connections needed to transition towards stability.

Our preschool is open from 9:30am-1pm, five days per week and operates without the typical enrollment requirements found in equivalent programs. We also offer family support activities each week which support family enrichment and bonding.

The FPK Program Coordinator works closely with the FPK Program Director and is responsible for supervising a cohesive teaching team, planning and coordinating program enhancements & curriculum, managing the day-to-day operational activities of the program, and upholding the mission and philosophy of First Place Kids and St. Vincent de Paul of Lane County.

Programmatic Responsibilities

- Hold and maintain licensing status as FPK Sub-Director as per Certified Childcare Center requirements
- Oversee, supervise and maintain FPK work phone & client sign-ups
- Oversee the implementation of a strong daily/weekly preschool classroom rhythm and routine, drawing heavily from Waldorf Early Childhood pedagogy.
- Oversee the development and implementation of weekly Family Support Activities.
- Support FPK Staff in maintaining a therapeutic, developmentally appropriate early childhood classroom physical environment. This includes seasonal decorations as well as maintenance, rotation and organization of toys/supplies.
- Shop for program supplies, track FPK expenditures and submit receipts as per FPK & SVDP protocol.
- Supervise the implementation of trauma-informed and positive discipline-based techniques in all FPK programming.
- Oversee the administration and tracking of developmental screenings (Ages and Stages Questionnaires) to all children that use the classroom regularly. Make referrals to EC Cares as needed. Work with FPK teachers & EC Cares staff to help children meet & track IEP or IFSP goals.
- Conduct intakes as needed with parents new to the program; collect and track needed paperwork.
- Supervise and ensure that children are signed in/out of FPK Childcare by approved parents/guardians.
- Facilitate dialogue between partner agencies and FPK clients when necessary.

Intern/Volunteer Work:

- Recruit, interview and schedule interns/volunteers to fill out FPK program staffing needs each term.

- Co-facilitate a 'New intern/Volunteer Training' at the beginning of term.
- Schedule and meet with interns and university supervisors for meetings as necessary, fill out and submit intern evaluations at end of term.
- Maintain clear and consistent intern/volunteer communications both verbally and electronically.
- Guide interns/volunteers in tasks that need to be done, and incorporate their feedback into the program when appropriate.

Supervisory & Colleague work:

- Act as onsite staff supervisor Monday-Friday 8:30am-5pm. Model, educate and participate as a team leader and an appropriate adult presence within the therapeutic environment.
- Facilitate daily briefing & debriefing sessions with FPK Staff and interns/volunteers.
- Participate in weekly 1.5 hour FPK Staff Meeting.
- Participate in weekly YFS Blended meetings.
- Participate in biweekly YFS Management Meetings.
- Participate in weekly check-ins with FPK Program Director.

Administrative Work:

- Approve FPK Staff timecards
- Maintain FPK Outlook Calendar
- Enter daily HMIS data for FPK program attendance, developmental screenings, and intakes.
- Keep track of attendance, permissions, allergies and concerns, referrals, and parent contact information in Excel.
- Perform any additional required data tracking for grant funding.

Additional Responsibilities:

- Be responsible for FPK facilities improvement and upkeep. Submit maintenance requests, make copies, clean, restock first aid supplies as needed.
- Act as a Mandatory Reporter in accordance to abuse reporting laws.
- Maintain appropriate documentation, as assigned by Youth & Family Services Director
- Conduct job responsibilities in consideration of professional boundaries, confidentiality, and strength-based interactions.
- Perform other relevant duties as assigned.

Qualifications and Skills

Required:

- A state or nationally recognized credential related to infant/toddler or preschool care

OR

- At least one year of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of preschool aged children,

OR

- Documentation of attaining Oregon Registry Step level 8
- Experience supervising and managing adults.
- Excellent written and verbal communication skills with clients, colleagues and children including providing and receiving feedback.
- Familiarity with basic computer skills including Microsoft Outlook, Excel and Word.
- Ability to adhere to SVDP and FPK philosophies & policies
- Ability to supervise children, staff and interns/volunteers to ensure a safe environment. This includes responding to emergent needs of a busy classroom and outdoor play areas, including the physical ability to move quickly, respond to children who are very active and make quick decisions.
- Ability to pass a background check and pre-employment drug screen (including marijuana).
- Currently enrolled in, or ability to be enrolled in Central Background Registry.

Preferred:

- Experience with Waldorf Early Childhood pedagogy
- Bilingual English/Spanish

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul (SVdP) job application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.