



Early Childhood Development Coordinator

Job Purpose:

- To create, program, deliver, and supervise the KS Early Child Development Program including but not limited to PE Fusion, Fitkids, KS movement and motor skill clinic and academy sessions
- Create Saturday year-round ECD programming and activities for children and families
- Orient, train, evaluate, counsel, and teach interns and paid instructors through development/delivery of teaching principles/concepts of early childhood development
- Coordinate, structure and recruit interns/instructors for empowerment programs, tiny tumbler programs, dance and movement classes, yoga, and entry-level sport sampler clinic sessions such as: Lil' Hitters (t-ball), Lil'Stix (lacrosse), Lil' Dribblers (both basketball & soccer), Lil' Spikers (volleyball) and Lil' Swingers (golf)
- Maintain positive relations with each of the interns/volunteers/paid instructors
- In collaboration with KS Team and KS Scheduler, develop regular class schedules and programming
- Coordinate, design, and structure KS Summer Camp Programming including the recruitment, training, retaining of interns/instructors for the July/August camps
- In collaboration with KS Team & KS HR, ensure compliance with safety, health, personnel, industry, and other regulations by maintaining proper records and documentation
- Respond to public questions, concerns, and requests as needed regarding KS ECD programs and delivery

Job Responsibilities:

1. **Administrative Responsibility:** recruit, train, and retain interns & instructors to deliver KS early child development programs.
2. **Supervision Responsibility:** supervision of interns and instructors during the delivery of KS programming.

Knowledge, Skills, Abilities:

- Knowledge of the growth and development principles of children 18 months to 12 years old. Knowledge and application of teaching principles and concepts for this age group. Possess excellent public relations & public speaking ability & excellent written and oral communication skills. Demonstrates a high degree of organizational aptitude and ability to train and counsel others; uses independent judgement; and takes initiative in program creation, development, and delivery. Must be skilled in the use of computers and have technological understanding to use computer software programs - including Microsoft Windows Programs such as Outlook, Excel, Word, etc. Works cooperatively with others and creates a constructive relationship with staff and the public. Must be comfortable working against continual deadlines.

Qualifications: Bachelor's degree in related field and progressive work experience in related field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

Working Conditions: Work is performed indoors and outdoors. Schedule is varied - requires weekend work, some evenings, and holidays.