



## **BAY AREA COMMUNITY RESOURCES JOB DESCRIPTION**

### ***JOB TITLE: West County First 5 Center Outreach Early Childhood Educator***

Job Classification: Exempt; F/T (some evenings and weekends required)

The West County First 5 Center offers free programs at sites in Richmond and San Pablo that help parents/caregivers nurture and support their young children so they grow up healthy, happy, and learning. Our programs focus on early learning opportunities for children, child development, parent education and leadership, and connections to community resources. Classes are for children ages 0-5 and their parents/caregivers to participate in together in a welcoming and vibrant atmosphere.

The West County First 5 Center mission addresses the following:

- To support attachment and bonding between parent/caregiver and child
- To increase child development awareness for the parent/caregiver to better respond to their child's needs & behavior
- To provide fun and simple activities that parents/caregivers can incorporate into their daily routines with their children
- To encourage parents/caregivers to follow their child's lead in their self expression, and observe their child to learn about their interests, needs, and what makes them unique!
- To provide an environment that sparks creativity and learning in children, and builds community and leadership
- To link families with support services through our Community Resource Specialist

### **PRIMARY RESPONSIBILITIES:**

In conjunction with the Lead Agency and the Center Director, the Outreach ECE Educator is responsible for creating and implementing classes for families participating at the West County First 5 Centers in Richmond and San Pablo. The position includes light community outreach to raise awareness of Center programming with African American families with young children. Please note this is not a childcare facility; programming is for parents/caregivers and their children to participate together.

### **SPECIFIC RESPONSIBILITIES:**

1. Create and provide daily early literacy & learning as well as parent education classes at both the Richmond and San Pablo sites, based on best practices and evidence-based early childhood curriculums
2. Depending on experience, range of classes could include infant playgroups, art classes for toddlers, story times, preschool/kinder readiness, or child development workshops
3. Facilitate ongoing self-care/creativity group for African American participants
4. Create ice breakers for families at the beginning of classes to encourage a sense of community
5. Develop and maintain networking relationships with local community agencies who provide services for African American families in the Iron Triangle
6. Conduct light community outreach in the Iron Triangle
7. Provide support to families who come to the Center and communicate with families as necessary to facilitate consistent attendance at classes
8. Complete all monthly program documentation in a timely fashion
9. Participate in trainings, staff meetings, and other community events as appropriate

**SKILLS:**

1. Extensive experience working with African American families in high risk neighborhoods
2. Ability to develop warm and supportive relationships with young children, parents/caregivers, and community members of diverse populations and languages
3. Sensitive to culturally diverse parenting styles
4. Proven capability to create, implement, and reflect on age appropriate ECE programming
5. Strong understanding of early childhood developmental milestones and ability to share child development information to parents informally and formally
6. Ability to multitask and prioritize tasks in a fast paced environment
7. Possess strong commitment to team environment dynamics with the ability to communicate positively and listen empathically
8. Ability to engage in reflective thought around community and team work

**KNOWLEDGE:**

1. Cultural proficiency with African American families
2. Minimum of 24 units in Early Childhood Development
3. Proven knowledge and/or experience of basic early childhood development principles and practices
4. Bachelor's degree preferred; Associate degree in health, human services or related field and experience may substitute
5. Familiarity with community resources is a plus

**PERSONAL QUALITIES:**

A commitment to children ages 0-5 and the mission of the Center is critical. Possess ability to be flexible in working with people with different perspectives, languages and backgrounds, and bring a creative, enthusiastic, and nurturing disposition to stakeholders of the Center. Position requires ability to work independently and to function effectively as part of a diverse team. Requires adherence to BACR's Best Practices.

**COMPENSATION:**

Competitive Salary; depends on experience

Work schedule is Monday-Friday, 8:30-5:00 pm, 40 hours/week

**HOW TO APPLY**

Please submit:

- A resume
- A cover letter expressing your interest and qualifications for this position
- Three references

Submissions may be mailed, emailed or faxed to:

West County First 5 Center  
2707 Dover Ave, San Pablo, 94806

[arojas@bacr.org](mailto:arojas@bacr.org)  
fax 510/232-5653

*A project of Bay Area Community Resources*