



Coordinator, Family Child Care & Pre-Licensing Services

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Child Care (FCC) team. The Family Child Care team is primarily responsible for supporting individuals seeking to become licensed, in-home child care providers, though exploring and expanding supports to existing FCC providers are also within this program's reach. This position oversees the day-to-day activities of the Family Child Care program, supervising the Specialists who work in that area: defining clear performance expectations, promoting a productive problem-solving process within the team and ensuring successful achievement of all deliverables. The Coordinator will assist the Program Manager by handling administrative tasks and serving as liaison with partnering agencies and organizations.

REQUIREMENTS – Successful candidates will have:

- Bachelor's degree in early childhood education, human development, family studies, social work, or related field
- Exposure to and respect for early care and education
- Proficiency with technology, including database and spreadsheet applications and Microsoft Office Suite
- Ability to work with families of various backgrounds and cultures, demonstrating cultural responsiveness
- Working knowledge of local and state community resources
- Excellent communication skills – written, verbal and formal presentation
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve

DESIRED QUALIFICATIONS –

- Supervisory experience
- The ability to speak Spanish, Somali, Arabic, Nepali, or other language
- Exposure to Ohio's professional development process, the Ohio Professional Registry, and experience teaching/mentoring adults
- Knowledge of the Ohio Child Care Licensing Quality System (OCLQS) and Ohio's quality rating and improvement system, Step Up To Quality
- Knowledge of Ohio's Early Learning Development Standards, and Ohio's Early Childhood Core Knowledge and Competencies
- Knowledge of the Child and Adult Care Food Program (CACFP)

Action for Children



Job Posting

The ideal candidate will be attuned to details, have strong organizational skills, be adept at solution-seeking for a variety of situations, and be proactive about identifying opportunities and removing barriers to success for both the Family Child Care Program and clients. Must have flexibility to work occasional evenings and weekends as program needs dictate.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.