



Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board

Job Information

Job Title: Early Learning Center Coordinator

Program Name: Rising Stars Early Learning Center

Location of Job: Bozeman, MT

Hours/week: 40 9:30a-5:30p, M-F

Wage/Salary: \$45,000-\$55,000/year

Job Description:

Job Summary
The Family Promise Rising Stars Early Learning Center (ELC) Coordinator will provide administrative, classroom, and personnel support to center operations. This position has a flexible schedule that is determined by the needs of the Center daily and must be adaptable to changing environments.

Rising Stars Vision and Mission Statement
The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers. The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

Responsibilities and Duties

Administration (45%)

- Order and maintain supply inventory, while tracking classroom supply expenses.
- Purchase supplies for the Center as needed, including food, when volunteers are not available.
- Answer and screen incoming calls and inquiries, including current parent questions and concerns and families looking to enroll.

Job Requirements

Education:

Experience:

Knowledge

- Required Qualifications:
 - o Minimum Level 2 on Licensing Registry, with the ability to move to a level 4 within 6 months.
 - o Two or more years of experience working within a licensed childcare facility.
 - o Certification in first aid and CPR training including pediatric first aid and CPR or will acquire within 30 days of hire.
 - o Experience working with early childhood ages (birth to 6) and families.
 - o Have some knowledge of working with community programs and resources.
 - o Familiar with the Montana state licensing rules and regulations.

Skills

Other Requirements: Minimum Level 2 on Licensing Registry, with the ability to move to a level 4 within 6 months.

Application Requirements

Application Requirements:

Email resume and cover letter to kreedy@familypromisegv.org

Application Deadline: _____

Contact Name: Kate Reedy

Contact Phone: 406-582-7388

Contact Email: kreedy@familypromisegv.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**