

## JOB ANNOUNCEMENT

### Child Care Resource and Referral (R&R) Coordinator – Play and Learn

<b>Position:</b>	Child Care Resource and Referral Coordinator	<b>Work Week:</b>	35 Hours
<b>Location:</b>	Hayward	<b>Start Date:</b>	July 2018
<b>Hours:</b>	Flexible, Mostly Monday through Friday, including some evenings/weekends	<b>Salary:</b>	Depending on Experience

Since 1972, 4Cs of Alameda County has been dedicated to providing child care referrals, education, nutrition services, and payment assistance to children, families, and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children.

4Cs provides child care consultation and referrals to support parents in making informed child care choices as well as a variety of resources and programs to support them in their parenting roles. The agency also provides a wide range of services for all types of early care and education providers - teachers, directors, family child care providers and family, friend and neighbor caregivers. 4Cs is looking for an energetic individual to join our team of passionate child care resource and referral (R&R) professionals.

Beginning in September 2018, 4Cs will offer Play and Learn playgroups for children ages 18 months to 4 years at several locations in Hayward. The playgroups will include the children's parents, friend and relative caregivers and family child care providers. Working with 4Cs team and community partners, the R&R Coordinator, Play and Learn, will plan and implement Play and Learn programs that enrich children, families and child care providers. The R&R Coordinator reports to the Manager, Resource and Referral. This is a non-exempt position.

#### DUTIES & RESPONSIBILITIES

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- Work with 4Cs' team and partners to develop Play and Learn programs that meet the needs of various underserved communities in Hayward
- Coordinate logistics for Play and Learn, including locations, scheduling, publicity, registration
- Conduct outreach to target populations, enroll participants and provide communications as needed
- Order and maintain Play and Learn program materials
- Provide onsite support to playgroups as needed
- Collect program data and complete reports to funders
- Provide child care consultation and referrals to parents
- Provide information and resources to child care providers
- Participate in 4Cs' agency and team meetings and attend community meetings and trainings

## QUALIFICATIONS

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- Must have a passion for working with families and child care providers
- AA or higher in Early Childhood Education, Child Development or related field strongly preferred
- Experience working in an Early Care and Education setting strongly preferred
- Familiarity with services for families in southern Alameda County strongly preferred
- Strong technology skills including proficiency with Microsoft applications and data tracking systems
- Excellent communication and active listening skills
- Excellent organization and time management skills
- Ability to work well with diverse populations
- Ability to work independently and as part of a team
- Must have valid California driver's license, personal automobile insurance and access to own transportation

To apply, please send resume and cover letter to: 4Cs of Alameda County, 22351 City Center Drive, Hayward, CA 94541, and Fax: 510 538-1736 or Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



**4Cs is a Great Place to Work!**

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1<sup>st</sup>
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*