



# SIEOC Child Care Resource & Referral

**Open Position:** SIEOC CCR&R Professional Development Coordinator

**Responsibilities:** The CCR&R Professional Development Coordinator is responsible for recruitment / education component of Child Care CCR&R including, training and professional development, assistance starting new child care businesses, assistance with licensing and accreditation and other quality improvements. Provide trainings, support and technical assistance to child care providers, parents and the community. This position requires the analytical and organizational skills necessary to maintain accurate information as well as above average ability to handle and prioritize multiple tasks.

**Requirements:** Bachelor Degree required in one or more of the following: Early Childhood Education, Child Development, Consumer and Family Sciences, Education AND at least 12 credit hours in Early Childhood Education AND with 5 years experience working with children in a group setting. Experience working with AND training adults. Familiarity with a variety of early childhood settings is beneficial. Must have experience training adults, eye for detail, strong computer skills and ability to work non-traditional hours.

**Starting rate of pay:** \$16.00-\$23.00/hour

**Hours:** 40 hours week; 52 weeks per year

**Office Location:** Aurora, Indiana

**Satellite Office:** Jackson County

**Work Area:** Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington Counties.

SIEOC offers a comprehensive benefits package for full time employees (32-40 hours per week) including: Health, Dental and Life insurance, Paid holiday, Paid vacation and medical time, Incentive Plan, 401K

SIEOC IS AN EQUAL OPPORTUNITY EMPLOYER

Resumes may be submitted to:

SIEOC

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