

United Way of Lake County
Position Description

Position Title: **Success By 6 Early Learning Professional**

Reports To: Manager, Success By 6

Supervises: Volunteers, as required

Position Classification: **Non-Exempt, Hourly, Learned Professional**

Purpose of Position:

Supports the efforts of United Way of Lake County's Success by 6 Program. Responsible for coordinating and leading the Better Together Program. Provides outreach to the Lake County communities to develop and sustain services for early childhood education. Develops and coordinates meaningful early learning volunteer opportunities. Assists in increasing the number and quality of early learning opportunities in key communities.

Primary Responsibilities:

- Provide a high quality, developmentally appropriate and engaging play and learning experience for children ages 0-3.
- Make intentional effort to provide support to families in developing relationships with one another that can serve to reduce isolation and build a sense of community.
- Provide child development information and suggestions for at home play experiences as well as, any participant requested information and play experiences, specific to the age(s) of the child or children enrolled in the program, and to follow-up with participants on their utilization.
- Incorporate evidenced based and culturally competent concepts and ideas from early childhood frameworks into planning and implementation of the curriculum.
- Manage community engagement to sustain and expand services and resources; including, implementing and evaluating projects, events and initiatives.
- Works with Women United and supervisor to develop and supervise impactful projects and activities.
- Provide functional training and guidance to interns, substitutes and volunteers as needed.
- Other duties as assigned

Knowledge and Experience:

- Early Childhood Experience
- Well organized, with ability to project plan, monitor and evaluate functions and activities
- Ability to handle multiple tasks simultaneously

- Flexibility and culturally competent to work with all manner of personalities/individuals/groups
- Strong interpersonal skills.
- Good written and verbal communication skills in English and Spanish required
- Demonstrated computer experience with knowledge of Word, Excel, Outlook, PowerPoint and SPSS.
- Well organized, with ability to project plan, monitor and evaluate functions and activities.
- Ability to handle multiple tasks simultaneously.
- Flexibility and ability to work with all manner of personalities/individuals/groups.
- Knowledge of Lake County non-profit agencies/organizations and community needs/issues strongly preferred.

Performance Measures:

- Project completion within established timelines.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 20 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, copy machine, telephone, fax machine, postage meter.

Terms:

This is a grant supported, 10-15 hour per week position without benefits. Most hours are during the normal work day (8:30am-5:00pm), but some evenings and weekends are required. Hours can be flexible but availability on Thursday and some Tuesday mornings is required. Must provide own transportation to community meetings and programs. Mileage is reimbursed at the federal mileage reimbursement rates.

To apply for this position, contact Rita Zaluzec at rita.zaluzec@uwlakeco.org