

Camp Fire First Texas Job Summary

Position: Community Professional Development Manager/Instructor

Status: Full-Time

Location: Fort Worth, Texas

Salary Range: Will be commensurate with experience

Job Summary: This position is responsible for conducting professional development on varied topics using engaging delivery methods for active learning and coordinating classes including planning, logistics, quality, participation, and year-end financial results.

ESSENTIAL FUNCTIONS:

- Must be able to lift 40 pounds
- Must be able to drive and have transportation daily to get to professional development classes that we offer at Camp Fire (CF) or other locations in the DFW area
- Must be able to observe teaching through sight and sound
- Must be able to develop/implement/evaluate professional development face to face or online

Required Knowledge/Skills/Abilities:

- Bachelor's Degree in ECE/CD, business or related field
- Demonstrated experience in budget management, project management
- Strong computer skills - proficiency in Excel, MS Office Suite (Word, Powerpoint, etc.)
- Detail oriented and strong organizational skills
- Demonstrated experience as a leader with strategic planning skills to lead team in capitalizing on opportunities and addressing challenges, ability to guide change, and lead collaborative community efforts
- Demonstrated ability to develop, execute and manage programs
- Demonstrated ability to focus on results, effectively communicate goals and impact, and collaboratively problem-solve
- Demonstrated experience with establishing and managing strong external partnerships (including partnerships with underserved populations, nonprofits, small and large businesses, government agencies, and other community stakeholders)
- Demonstrated experience in promoting positive relationships and collaboration with partner organizations

Preferred Knowledge/Skills/Abilities:

- Master's Degree in ECE/CD or related field
- Teaching and/or management experience in child care settings
- Knowledge of early education principles, practices and trends in the field
- Knowledge of Texas' Minimum Standards for child care programs as well as other industry standards for quality early learning



Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***