

Camp Fire First Texas Job Summary

Position: Director of Early Education Apprenticeship Program (EEAP)

Status: Full-Time

Location: Fort Worth, Texas

Salary Range: \$55,000-\$60,000

Job Summary: This position is responsible for all aspects of the early education apprenticeship offered by Camp Fire, including but not limited to planning, logistics, quality, participation, reporting and data management and year-end financial results.

Essential Functions:

- Strategic planning for EEAP (executing the vision, priorities, work plan and policies of the EEAP; actively using an equity lens in strategic planning; analyzing data and ensuring data is driving decision making; staying informed of developments in the field of apprenticeships and early childhood education)
- Oversee the process of selecting apprentices and employer host sites to participate in EEAP and formalizing the relationship between all parties and Camp Fire.
- Oversee the participation of all apprentices in the EEAP including their Related Training Instruction (RTI), On the Job Learning (OJL), including overseeing the relationships among mentors, apprentices, and child care employers.
- Oversee the documentation of all aspects of EEAP starting at application and continuing through completion or termination of participation, including data for regulatory agencies.
- Oversee the relationship between Camp Fire and DOL/Apprenticeship Registration Agency.
- Regular communication keeping VP aware of and involved in the details of the EEAP
- Develop and provide oversight of budgets for EEAP
- Create, update and maintain EEAP Operations Manual

Required Knowledge/Skills/Abilities:

- Bachelor's Degree in ECE/CD, business or related field
- Demonstrated experience in budget management, project management and personnel 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
- Experience with child care program management, coaching, teaching
- Familiarity with Registered Apprenticeship standards
- 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.

The first registered apprenticeship program in Texas, the EEAP offers an “earn while you learn” paid apprenticeship program for early childhood educators encompassing direct education experience hours, coursework hours, and competency-based observational hours and exams. The completed EEAP can serve as a stand-alone educational requirement, positioning participants to complete a Child Development Associate Credential™ (an industry standard certification), a career enhancement into an early education specialty certificate from the DOL, or as a pipeline into a two-year college.

To Apply:

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

View other open positions at <https://www.campfirefw.org/careers/>

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.***