

Camp Fire First Texas Job Summary



<i>Job Title</i>	Bilingual Instructor
<i>Department</i>	Early Education Workforce Development
<i>Position</i>	Specialist
<i>Level/Classification</i>	4
<i>Location</i>	Camp Fire Resource Center, 2700 Meacham Blvd Fort Worth 76137
<i>In-Person/Virtual</i>	2 days per week in person, 3 days per week remote work option
<i>Reports To</i>	Senior Director of Professional Development
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Compensation Package</i>	\$45,000 – \$50,000 annually Plus an excellent benefits package including medical and dental insurance, supplemental insurances, company paid LTD & Life, 7 paid holidays, 1 floating holiday, week-long closure in December, PTO and personal leave for employees working 30+ hours, and a 401(k) retirement savings plan including a company match.
<i>Start Date</i>	September 26, 2022

APPLY NOW

Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Our Investment in You

Through a commitment to equity, and continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to the passionate individual who is ready to join our team.

Job Summary: Support the educational goals of early childhood educators through facilitating instruction in CDA courses, Early Childhood Institute (infant, toddler, or Pre-K), and other professional development courses in Spanish and English.

Essential Functions:

- Must be able to lift a minimum of 40 pounds.
- Must be able to drive and have transportation to get to teaching locations when needed
- Must be able to deliver on-line virtual instruction in English and Spanish
- Must be able to observe teaching through sight and sound
- Must be able to develop/implement/evaluate professional development services.

Required Knowledge/Skills/Abilities:

- Bachelor's Degree in ECE/CD or related field
- Experience in educational professional development to include workshops, conferences and staff professional development
- Computer literate (able to work with databases, MS Office Suite, etc)
- Strong presentation and communication skills in English and Spanish
- Knowledge of early childcare and education principles, practices and trends in the field
- Exceptional customer service skills
- Knowledge of Texas' Minimum Standards for child care programs
- Experience in promoting positive teacher/child, teacher/director, and parent/provider relationships.
- Member of the TECPDS registry

Preferred Knowledge/Skills/Abilities:

- Master's Degree in ECE/CD or related field
- Teaching or management experience in child care settings

Relationships:

- Communicate and collaborate with Senior Director of Professional Development (PD), other Early Ed team members, and CF staff in other departments to implement the programs of the PD Team.
- As PD instructor, build rapport with participants and engage them with material for optimal learning and development.
- Build and maintain strong relationships with childcare professionals, community members and CF staff
- Collaborate with other community agencies and participate in professional organizations/associations.
- Develop relationships with local, regional, and state professionals and transfer knowledge into appropriate contact areas.

Accountability:

This position takes the lead in responsibility for classes assigned. This includes the development, implementation, and follow-up of high-quality professional development courses and seminars in English and Spanish. This position is responsible for planning, logistics, participation, and year-end financial results of the community Professional Development programs offered by Camp Fire.

Key Area of Responsibility:

Key Area of Responsibility	Specific Duties
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<p>Program or Project Operations</p>	<ul style="list-style-type: none"> - Conduct professional development on varied topics using engaging delivery methods for active learning. (includes, but is not limited to, teaching catalog classes, on- sites, CDA, ECMI, conference sessions, keynote, local workshops, etc.), in English and Spanish - Develop PD on new topics as needed to present as instructor. - As a PD instructor, make program/session adjustments based on knowledge, needs expertise, and internal evaluations - Provide input and influence on planning, logistics, participation and finances of the PD team programs. - Maintain and update Camp Fire certification program curricula (e.g. CDA, ECMI, etc.) to ensure high quality and latest trends/needs are included.
<p>Financial Operations</p>	<ul style="list-style-type: none"> - Follow established plans for accurate budget documentation of income/expenses within contract/program guidelines. - Ensure completion of required reports for contracts/funders as requested.
<p>Marketing & Communication</p>	<ul style="list-style-type: none"> - Participate in team discussions/meetings surrounding PD marketing efforts to assist with marketing Camp Fire’s quality programs/sessions accurately. - Reaching out to past and current customers as assigned to encourage repeat business. - Actively recruit community agencies/individuals to participate in professional development programs. - Develop relationships with local, regional, and state professionals and transfer knowledge into appropriate contact areas. - Participate in and serve on community boards and organizations as assigned.
<p>Facilities & Equipment</p>	<ul style="list-style-type: none"> - Ensure presentation/training space is professional, neat and clean when acting as PD instructor, and work with PD team members to coordinate use of CFRC rooms for professional development - Follow established plans/systems for obtaining and maintaining class materials and supplies needed for PD programs.
<p>General Responsibilities</p>	<ul style="list-style-type: none"> - Council Programs and Operations <ul style="list-style-type: none"> o Participate in the Council Strategic Planning process through development of personal and departmental Annual Performance Appraisals/Work Plans. o Maintain knowledge of all Council programs and

	<p>operations.</p> <ul style="list-style-type: none"> ○ Provide assistance as needed concerning key areas of responsibility. ○ Identify opportunities for donations and/or gifts in kind. <ul style="list-style-type: none"> - Committees and Board of Directors <ul style="list-style-type: none"> ○ Contribute to the development and support of volunteers of the Council ○ Assist in other areas as needed - Community Relations <ul style="list-style-type: none"> ○ Represent the Council as requested ○ Provide excellent customer service - Actively participate in ensuring compliance with federal, state and local regulations - Other duties as assigned
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About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

The Early Education Workforce Development Department are trendsetters, growing the ECE workforce, igniting a fire for quality to provide a strong start for each child. We make data-driven, research-based, equity-minded decisions to propel our programs forward and create an inspiring, hopeful, collegial work-environment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Apply:

[Apply online](#) or email HR@CampFireFW.org a cover letter, resume & salary requirements.

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

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 follow up emails, please.***

