

Camp Fire First Texas Job Summary



<i>Job Title</i>	Part-Time Program Specialist—EEAP Mentor
<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>	Director of School Readiness Program
<i>FLSA Status</i>	Non-Exempt
<i>Full/Part Time</i>	Part-Time
<i>Regular/Temporary</i>	Regular. This position is currently grant-funded through December 31, 2024
<i>Compensation</i>	\$25,000 annually for 20 hours/week
<i>Start Date</i>	September 26, 2022 or soon thereafter

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, 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:

The Early Education Apprenticeship Program (EEAP) has three primary components: recruitment/enrollment, related instruction/mentoring, and post-apprenticeship. The part-time program specialist (EEAP Mentor) will mentor and provide on-the-job learning for enrolled apprentices.

Essential Functions:

- Must be able to lift a minimum of 40 pounds.
- Must be able to drive and have transportation to get between program sites each day
- Must be able to observe teaching through site and sound

Required Knowledge/Skills/Abilities:

- Computer literate
- Strong communication skills
- Knowledge of early care and education principles, practices and trends in the field
- Current Child Development Associate (CDA) credential
- Experience in teaching young children (Birth through age 5)
- Experience conducting classroom and child assessments
- Experience in parent education, family support, and in promoting positive parent/provider relationships
- Knowledge of developmentally appropriate practices for children birth through 5 years of age, Texas Pre-Kindergarten Guidelines, and Infant, Toddler and Three Year Olds Guidelines, Texas' Minimum Standards for child care centers

Preferred Knowledge/Skills/Abilities:

- Associate's Degree in ECE/CD or related field
- Teaching or administrative experience in child care settings
- Experience mentoring/coaching

Essential Functions:

- Must be able to lift a minimum of 40 pounds.
- Must be able to drive and have transportation to get between program sites each day
- Must be able to observe teaching through sight and sound

Relationships:

- Build and maintain strong relationships with childcare professionals, community members and CF staff

Accountability:

This position is responsible for the quality, participation, and year-end outcomes of the programs as assigned.

Key Area of Responsibility:

Key Area of Responsibility	Specific Duties
Program or Project Operations	<ul style="list-style-type: none">- Implement program delivery of SR Model of mentorship- Manage case load of apprentices to improve and maintain quality standards- Work with Camp Fire staff and child care professionals to identify, plan, and implement mentoring and support activities.- Interpret, define, and communicate purpose, benefits, and goals of Camp Fire's professional development programs to child care

	<p>community.</p> <ul style="list-style-type: none"> - Monitor program quality through outcome measurement and customer feedback and facilitate needed program improvements. - Make program adjustments based on knowledge, needs experts, and internal evaluations - Mentor early care and education professionals to identify, plan and implement strategies that promote skills necessary for school readiness in children birth to five years of age - Foster communication and coordination between early care and education professionals and parents to support family engagement - Initiate, organize, and follow through on required tasks - Assist with program evaluation activities
Human Resources	-Participate in on-site technical assistance at a variety of locations
Financial Operations	<ul style="list-style-type: none"> -Receive prior approval before having expenses occur within contract/program guidelines. -Ensure completion of required data and reports for contracts/funders as assigned
Marketing & Communication	Communicate and promote CF offerings to local early educators
Facilities & Equipment	- Maintain CFFT materials and supplies in an orderly fashion in resource room.
General Responsibilities	<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 operations. o Provide assistance as needed concerning key areas of responsibility. o Identify opportunities for donations and/or gifts in kind. - Committees and Board of Directors <ul style="list-style-type: none"> o Contribute to the development and support of volunteers of the Council o Assist in other areas as needed - Community Relations <ul style="list-style-type: none"> o Represent the Council as requested

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.***

