

Camp Fire First Texas Job Summary



<i>Job Title</i>	Early Education Navigator
<i>Department</i>	Early Education and Workforce Development
<i>Location</i>	2700 Meacham Boulevard Fort Worth, TX 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 Early Education Apprenticeship Program
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Compensation Package</i>	\$50,000.00 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>	04/03/2023

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 for 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 has three primary components: recruitment/enrollment, related instruction/mentoring, and post-apprenticeship. The apprenticeship education manager will oversee the related instruction/mentoring component of the early education apprenticeship program.

Required Knowledge/Skills/Abilities:

- Computer literate and able to work with MS Office Suite and databases
- Detail-oriented and strong organizational skills
- Strong presentation and communication skills
- Knowledge of early care and education principles, practices, and trends in the field
- Experience developing positive relationships, and exceptional customer service skills

Preferred Knowledge/Skills/Abilities:

- Bilingual (Spanish/English)
- Teaching or administrative experience in childcare settings
- Experience with multi-project management
- Bachelor's Degree in Early Childhood, Communications, Human Services, or a related field

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 as needed
- Must be able to travel in the DFW metroplex and surrounding counties as needed

Relationships:

- Collaborate with Camp Fire and other community agencies and participate in professional organizations/associations.
- Develop relationships with local, regional, and state professionals and transfer knowledge into appropriate contact areas.
- Build and maintain strong relationships with childcare professionals.

Accountability:

This position is responsible for the quality, participation, and year-end outcomes of the Early Education Apprenticeship Program's educational deliverables.

Program and Management Key Areas of Responsibility:

Key Area of Responsibility	Specific Duties
Program or Project Operations	<ul style="list-style-type: none">• Coordinate the recruitment/enrollment and post-apprenticeship components• Recruit and enroll early childhood professionals into EEAP• Recruit and enroll host sites into EEAP• Coordinate and deliver the introduction of EEAP to ECE professionals• Create and maintain a handbook for Recruitment/Enrollment• Coordinate interest meetings with Host Site directors and teachers• Assist with planning annual events for new and interested directors and apprentices• Collect and review necessary enrollment documents• File and maintain Apprentice files in the office

	<ul style="list-style-type: none"> • Coach apprentices as they navigate their career and educational pathway • Progress monitoring apprentices’ participation and completion of programs • Work closely with high-education partners to ensure smooth transitions • Recruit candidates for EEAP • Recruit Host Sites for EEAP by making connections and building relationships through email, phone, and site visits. • Track candidate progress throughout the enrollment process • Assist the program manager in tracking apprentices’ progress in related instruction and on-the-job learning • Track apprentices’ readiness for completion • Refer apprentices to higher education partners • Assist program manager with apprentice graduation • Support contract workers in the apprenticeship program • Record keeping & data • Community involvement – attend conferences, job fairs, and community events to promote EEAP
Human Resources	<ul style="list-style-type: none"> • Support staff development of EEAP and Pre-EEAP educational staff • Participate in on-site technical assistance at a variety of locations as needed
Financial Operations	<ul style="list-style-type: none"> • Implement accurate budget documentation of expenses within contract/program guidelines. • Ensure completion of required data and reports for contracts/funders as assigned
Marketing & Communication	<ul style="list-style-type: none"> • Ensure that EEAP marketing efforts are coordinated with Camp Fire marketing staff, including marketing strategies, development of professional materials about programs, development of one-offs, catalog production, and online communications. • Reach out to past and current customers as assigned to encourage repeat business. • Communicate and promote CF offerings to the ECE community • Develop with EEAP Director marketing strategies to build enrollment as needed • Actively recruit new EEAP Host sites and apprentices
Facilities & Equipment	<ul style="list-style-type: none"> - Coordinate/prepare/clean up the use of EEWD rooms for professional development as needed - Ensure presentation space is professional, neat, and clean

	<ul style="list-style-type: none"> - Maintain class materials and supplies in an orderly fashion in a resource room.
General Responsibilities	<ul style="list-style-type: none"> • Council Programs and Operations <ul style="list-style-type: none"> ○ Participate in the Council Strategic Planning process through the development of personal and departmental Annual Performance Appraisals/Work Plans. ○ Maintain knowledge of all Council programs and operations. ○ Provide aid as needed concerning key areas of responsibility. • Community Relations <ul style="list-style-type: none"> ○ Represent the Council as requested • Actively participate in ensuring compliance with federal, state, and local regulations • Other duties as assigned

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.

Work Environment

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

