



EARLY LEARNING COMMUNITIES INSTRUCTOR
Early Learning Communities
Full-Time Salary
Berkley

About Oakland Family Services

Oakland Family Services is a private, not-for-profit, human services organization that provides programs from four offices and within our community located throughout Oakland County. As a leader in child and family-focused services, Oakland Family Services reaches more than 35,000 individuals and 18,000 families each year. We offer a warm and engaging work environment and the opportunity to work with dedicated professional colleagues. In addition to excellent benefits, we offer flexible work schedules, advancement opportunities, work-life balance initiatives and more. Join our team and make a difference. Join us in our mission to build brighter futures for those we serve, while building your OWN brighter professional future.

Position Responsibilities

The Early Learning Communities Instructor is responsible for delivery of Early Childhood trainings and support services provided through the Early Learning Communities (ELC) program. The goal of this position is to work with the United Way of Southeastern Michigan in implementing the Early Learning Communities model in Pontiac and North Oakland County. Early Learning Communities provides an ongoing quality improvement for early care and education providers and caregivers delivered through neighborhood based hubs. The position reports to the Early Learning Communities Manager. The following represents a summary of the major duties and responsibilities performed by incumbents in this position. Incumbents may be requested to perform related tasks other than those specifically presented.

Specific Duties/Job Expectations

- Work in partnership with the Manager to develop and facilitate educational and support group for parents and caregivers.
- Work in partnership with the Manager to develop and coordinate the ELC program and satellite training and activities schedule.
- Assist in updating the lending library, training materials and activities relevant to the ELC program and satellite sites. Assist caregivers in use of the lending library, matching skills with appropriate resources.
- Participate in community outreach services and recruitment activities related to ELC activities.
- Facilitate trainings according to the ELC program and satellite schedule.
- Facilitate playgroups according to the ELC program and satellite schedule.
- Facilitate coaching activities with assigned caregivers in accordance with the ELC model.
- Assist in building a network of childcare caregivers/providers across the assigned region. Engage those providers in regular Early Learning Community activities and trainings.
- Attend all High Scope and other relevant trainings and United Way meetings as requested.
- Work closely with staff from United Way, provide reports and data entry as needed/requested.
- Attend community events as appropriate to represent and promote the Early Learning Communities.
- Other Duties as assigned.

Qualifications

- Bachelor's Degree in Early Childhood Education or related field.
- Five years of experience in Early Childhood Education, with at least 1 year providing trainings, coaching and support services.
- Must have reliable mode of transportation, valid State of Michigan driver's license and current insurance.

- Ability to coordinate services, develop new resources, implement outreach activities in the community.
- Experience providing trainings, conducting education and support groups.
- Special abilities and skills necessary to perform the required tasks that best meet the needs of the agency also will be considered. Any standard above may be waived when compensating specifications or circumstances exist.

To Apply

To apply, visit our Career Center on our website at: www.oaklandfamilyservices.org

Oakland Family Services is an Equal Opportunity Employer