



**Position Name:** Early Childhood Development Specialist (Part-Time)

**Reports to:** Kids Port Director

**Major Duties:**

- Facilitate lessons plans made by Curriculum Specialist in coordination with Kids Port Manager
- Participate in monthly staff meetings
- Plan, organize, and oversee daily activities with children and providers
- Ensure programs operate as required by the Curriculum Specialist and Kids Port Manager
- Participate in training and professional development activities
- Become trained in Kansas Department of Health and Environment Regulations for both Kids Port Facilities
- Trained in Kids Port policies and procedures

**Other Duties**

- Assist in performing tasks directed by the LiveWell Northwest Kansas Executive Director necessary to achieve the organization's mission and growth plans
- Identifies, maintains, and strengthens partnerships within and outside the organization (i.e. schools, community/regional organizations, local and state governments, etc.).
- Depending on interest and professional background, perform other grant initiative functions to support the work of the Lead Project Director or LiveWell Northwest Kansas Executive Director
- Assists with facilities management activities
- Occasional travel to local events, professional development workshops, and conferences

**Minimum Education**

- High School Diploma required. Associate Degree in early education/childhood development preferred but not required

**Skills and Knowledge**

- Proficient in skills related to Microsoft Office Products (i.e. Word, Excel, etc.)

**Other Abilities**

- Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise, tact, firmness, and customer service
- Communicate effectively both verbally and in writing
- Ability to make progress individually and collaboratively
- Establish and maintain good relationships with community stakeholders
- Punctual reliable, and flexible
- Maintain a positive attitude toward parents, staff, and children
- Maintain confidentiality

**Salary Range:**

\$16 to \$20 per hour based on experience

**Number of Hours Per Week:** 20 -30 hours per week