

JOB DESCRIPTION

Training Coordinator - FFN

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and childcare providers throughout California. The Network works with 69 local child care resource and referral (R&R) programs, throughout California, to inform parents and the public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels. The Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality childcare system that supports the diversity of families and children in every community in California. For more information, please visit the Network website at <http://www.rrnetwork.org>.

SUMMARY: Family, Friend and Neighbor (FFN) Training Coordinator
CA Child Care Initiative Project (CCIP)
37.5 hours/week (1 FTE), Monday-Friday 9-5, Exempt
\$60 - 65,000 1 FTE
Excellent benefits (health/dental insurance, paid vacation/sick)
This position is funded by the California Department of Education, Early Learning and Care Division (CDE, ELCD)

LOCATION: California

DESCRIPTION: The primary role of the Family, Friend and Neighbor (FFN) Training Coordinator is to provide training and technical assistance (TA) to local Resource and Referral (R&R) agency staff who provide trainings and support to people providing care that are legally exempt from having to be licensed, otherwise referred to as family, friends, and neighbor caregivers. The FFN Training Coordinator will work to build the capacity of designated R&R staff to be effective trainers in their communities. Candidates for this position must have education and experience in early childhood care and education, demonstrated training and coaching skills, the ability to adapt and support the trainees they work with, and be committed to supporting the full continuum of home-based child care providers. Responsibilities will primarily be directed towards: Training and Professional Development (70%), TA and Support (25%), and Project Management (5%).

JOB RESPONSIBILITIES:

The FFN Training Coordinator will

- Write and edit training and TA materials for R&R staff and home-based child care providers, including: e-newsletter articles; a new Growing, Learning, and Caring (GLC) Play-Based Curriculum and GLC Implementation guide; and other resources, timelines, reports, and surveys/electronic forms.
- Plan and deliver professional development activities for R&R/CCIP staff at the California Child Care Resource and Referral Network (the Network) Annual Conference, in-person training of trainer events, webinars and conference calls which includes, but is not limited to, writing training curriculum and guides, and preparing engaging presentations.
- Assist with the development of GLC resources for the Provider Services team, for the Network as a whole, and in coordination with independent consultants or contractors, as needed.
- Provide TA to R&R/CCIP staff statewide on the implementation of the GLC Training Modules and best practices for recruiting, training, and supporting FFN caregivers, particularly those serving children who qualify for Child

Care and Development Block Grant (CCDBG)/Child Care and Development Fund (CCDF) child care subsidies. TA is provided via telephone, e-mails, e-newsletters, webinars, online, and in-person.

- Facilitate site visits, trainings, and gatherings to support R&R/CCIP staff professional development and to fulfill their program requirements.
- Track TA and training participation and submit monthly reports to the Project Manager.
- Remain current with best practices serving FFN providers; review data collected by the R&Rs implementing the project at the community level, participate in evaluation methods and lead efforts with the Network research team to produce summary findings for the project.
- Analyze data, keep up-to-date with best practices and trends in the field and serve as **the team's resident** expert in understanding the needs, challenges, and successes of FFNs.
- Contribute what is learned from the project into recommendations for policy and technical support recommendations for providers.
- Actively participate in existing partnerships and help to develop new collaborations related to FFN care. This includes representing the Network at state and national collaborative meetings, as appropriate, and leading and cultivating partners to support **the Network's** License-exempt Provider (LEP) Monitoring Communities of Practice.
- Participate in frequent conference calls, webinars, and in-person meetings with Network colleagues and local CCR&R staff.
- Build positive workplace relationships and work as a collaborative and reliable team member of the Provider Services Team, which includes out-posted staff members in different parts of the state.
- Other duties, as assigned.

QUALIFICATIONS:

- Demonstrated ability to work independently, prioritize, and meet tight deadlines
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences (in-person and online) in a timely manner
- Articulate, confident, and dynamic public speaker
- Knowledge of **California's Early Care and Learning System, including the California Early Childhood Educator (ECE) Competencies** and understanding of the unique issues and challenges facing FFN Caregivers and R&Rs throughout California, particularly those paid via CCDF subsidies/ vouchers
- Willingness to take direction and contribute to the greater vision and goals of the Provider Services Department and the Network, and collaborate as part of a larger team, while also providing leadership as needed with the Network team, R&Rs, and other partners
- Ability to be flexible, innovative and adapt to the changing needs of the program, department, and agency.
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities
- Experience providing TA, consultation, training and support to local R&R staff, or others working in the ECE field, particularly FFN Caregivers
- Experience with facilitating play groups and conducting outreach to FFN caregivers
- Familiarity with **California's** child care system
- Bilingual English/Spanish language competence (oral and written fluency), preferred
- Meet CCR&R Trainer Recommendations Matrix – Advanced Trainer level qualifications, preferred:
 - Master's degree in Early Childhood Education (ECE) or related field – OR – Master's degree with 24 units of ECE or Child Development
 - At least three years experience working with young children (ages 0-7)
 - At least 40 hours experience working with adult learners
 - Commitment to participate in at least 21 hours of professional development annually and to becoming a certified trainer in Trauma Informed Care, Strengthening Families, Kaleidoscope Play and Learn, and possibly others
- **Valid California Driver's License** and a clean DMV record
- Ability to travel throughout the state (approximately 10%)

APPLICATION PROCESS: Please send a resume and cover letter indicating the position for which you are applying via e-mail to Cassandra So at cso@rrnetwork.org. Candidates invited to interview will be required to complete a Network Application available at <https://rrnetwork.org/about/careers>.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.