POSITION DESCRIPTION

LIMITED POSITION*: Project Coordinator for the RI Child Care Apprenticeship Program

LOCATION: Human Services

REPORTS TO: Human Services Department Chair

GRADE: CCRIPSA 12

WORK SCHEDULE: Non standard, 35 hours per week

SUPERVISES: Program staff and clerical support as assigned.

BASIC FUNCTION: To provide overall coordination of the activities for the RI Child Care Apprenticeship Program

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the daily operation of the grant program.

Oversee the design and implementation of apprenticeship standards and curriculum development related to the proposed mode.

Host regular meetings to develop articulation agreements and curriculum streams.

Serve as liaison to the Department of Human Services, Department of Labor and Training, the University of Rhode Island and other participating statewide agencies.

Hire and orient program staff in consultation with Director.

Oversee the development and delivery of professional development and in-service training activities in targeted education areas.

Schedule testing and assessment of participants.

Order and maintain education supplies and equipment.
Submit payroll, progress and monitoring reports.

Grant writing and fund development to ensure sustainability of program

Perform outreach to child care centers to recruit program Sponsors and Apprentices.

Register all program participants through the Department of Labor.

Monitor grant budget and work closely with CCRI’s Office of Institutional Advancement.

Monitor Apprentice OJT and academic progress and make appropriate interventions as needed.

Actively market apprenticeship to Early Childhood Education community.

Ensure advocacy for program through linkages with appropriate state and private entities with an interest in Early Childhood Education.

Coordinate membership, meeting times and process of Apprenticeship Advisory Council in conjunction with Council Chairperson.

Maintain and update all Sponsor, Apprentice and Mentor records.

Coordinate coursework and applicable trainings through appropriate academic departments at CCRI and URI and make appropriate academic referrals as necessary.

Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Must have access to and use of own transportation. Must be able to use a personal computer and related software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Advanced degree in Human Service related field with a preference for experience in Early Childhood Education. Current knowledge of best practices and educational needs of adults working in the field of early childhood education and child development required. Communication, problem solving and mentoring skills highly valued along with the ability to assess learning needs of grant trainees and collaborate with childcare programs to recruit and advise trainees. Knowledge of CCRI in particular and RI institutions of higher education in general required. Minimum of five to eight years experience in the field.

*This position is grant funded through XX/XX/XXXX
CCRI is an Equal Opportunity / Diversity Employer. Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.