



Boulder, MT

Job Description

Jefferson Local Development Corporation (JLDC) is an equal opportunity employer. JLDC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Childcare Coordinator	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	JLDC (economic development)	Reports to:	Board of Directors	
		At-Risk Position (BBP):	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Come join our team! Are you willing to work hard to build something from the ground up? Does the idea of developing an atmosphere for happy, healthy kids excite you? Are you flexible in working with a variety of personalities? If so, this may be the position for you.

Jefferson Local Development Corp. (JLDC) is hiring a **Childcare Coordinator** for a period of 1-year, to coordinate activities as set forth by the Boulder, MT Childcare Working Group (BCCWG). This position is a non-exempt, hourly position.

BCCWG's Goal: To provide affordable, accessible, licensed childcare throughout Jefferson County.

Job Duties

Will include, but are not limited to, the following:

Helping to establish a 501 (c) (3) organization to develop and oversee a comprehensive, innovative county-wide or multi-county childcare program in coordination with local governments, parents, the public, and existing childcare providers and aggressively pursuing and accepting implementation funds from multiple sources.

Developing a pilot, innovative childcare program in Boulder that capitalizes on the recently acquired childcare building including the identification of childcare providers who will locate in the building. Developing, in cooperation with the Board of Directors for the newly formed non-profit corporation, standard operating procedures for utilization of the building, including fee assessment and collection. Exploring other avenues for additional childcare facilities and providers in Jefferson County.

Working closely with the Boulder school district to identify potential shared services that could benefit both students and children in childcare.

Working closely with Region 4's childcare resource and referral agency, Childcare Connections, to deliver support to early childhood professionals and to develop multi-county collaboratives.

Skills and Qualifications

Strong verbal and written communication for understanding project requirements.
Attention to detail to ensure all specifications are met.

Problem-solving abilities to correct any challenges or inefficiencies for the best results. Decisiveness and good judgement to address pressing project matters when time is limited. Organization and time management to manage multiple tasks, sometimes for multiple projects at once. Goal setting: to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress.

MINIMUM QUALIFICATIONS: EDUCATION/ EXPERIENCE:

Bachelor's (preferred) with an emphasis on psychology or early childhood development, business management or communications.

JLDC is an equal opportunity employer and offers a competitive salary, with a complete suite of benefits.

Job Type: Full-time

Benefits:

Flexible schedule

Health insurance Stipend

Paid time off

Professional development

Schedule:

Monday to Friday, but adaptable as necessary to accommodate community and stakeholder meetings.

Occasional evening and weekend hours.

Education:

Bachelor's (preferred) with an emphasis on psychology or early childhood development, business or communications.

Experience:

A minimum of two years progressively responsible experience in providing or oversight of a local, regional or statewide child care program or equivalent experience in initiating, operating and managing other businesses or social programs, including needs assessment and program planning.

Work Location:

Boulder, MT

Work Remotely:

Intermittently from neighboring counties

Required Applicant Documents

1. Cover Letter
2. Resume
3. Three professional references

To apply, please send the required documents to Eric Seidensticker at - jldcwhitehall@gmail.com.

Signatures:

Immediate Supervisor: _____

Date: _____

Board of Directors: _____

Date: _____

Elected Official: _____

Date: _____