

## DAY CARE SERVICE'S COORDINATOR I

DESCRIPTION OF WORK

This is administrative work in developing and coordinating a county day care services program for the children of welfare recipients and potential public dependents, primarily involving the day care purchase program.

Employees are responsible for surveying needs for day care services, coordinating efforts on part of individuals, organizations, and agencies to recruit and develop community resources, negotiating contracts for purchase of day care, and if the need arises, establishing a small number of agency operated facilities. Work includes liaison responsibilities with the North Carolina Department of Social Services and a wide range of contacts with private and public agencies and organizations. Work is evaluated by supervisory conferences, written reports, and acceptance by the community.

EXAMPLES OF DUTIES PERFORMED

Approves established day care facilities for contractual services; maintains master files of all local facilities offering day care services including all pertinent information about the centers needed to assist the parents in making the best plans for the child.

Serves as consultant to day care operators in assisting them in meeting standards for licensing by the State Department of Social Services.

Selects building and site for agency operated day care facility if need arises for agency center; negotiates contractual arrangements for renovations, food service, medical services, and equipment.

Recruits, selects, and trains day care facility staff including director, teachers, aides, and volunteers.

Participates in development and maintenance of budgets for program.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of the growth and development of young children and the planning and implementation of appropriate programs to meet their needs.

Considerable knowledge of community resources offering day care facilities and ability to coordinate county department of social services program to assure that programs do not overlap in purpose and intent.

Considerable knowledge of business management aspects of operating childcare facilities.

Ability to work closely with staff members in identifying those clients who might benefit from day care program services.

Ability to plan and conduct staff development programs.

Ability to establish and maintain effective working relationships between department staff, community organizations, and facility staff.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in early childhood education, nursery education, child development or elementary education, and four years of experience in working with young children in a nursery school, kindergarten, elementary school, or day care facility; or an equivalent combination of education and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

June 1971