



www.WHEDco.org

50 East 168th Street, Bronx, New York 10452

Title: Trainer for Childcare Providers
Location: 50 East 168th Street, Bronx, NY 10452
Reports to: Coordinator of Home Based Childcare Provider Training

WHEDco is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: The Trainer will be responsible for facilitating weekly/monthly/evening/ Saturday training courses for home-based childcare providers including Legally Exempt, Licensed, Registered, and Assistants whose goal is to meet the standards of quality care of children. As a member of the instruction team, you will provide instruction; technical assistance and home visits to ensure informal childcare providers meet health and safety standards and establish professional, licensed childcare businesses. The Trainer will be responsible for researching and maintaining up-to-date understanding of government regulations and will collaborate with colleagues to successfully assist clients in navigating the licensing process.

Responsibilities:

- Conduct orientation sessions.
- Prep and teach classes.
- Issue course certificates to participants upon completion of required courses.
- Manage case load of participants seeking to obtain childcare license.
- Track and maintain files on each provider and input data into WHEDco CTS database system.
- Make referrals to TA unit and other WHEDco resources.
- Translate documents into Spanish when needed.
- Assist in providing individual and group Technical Assistance workshops.
- Communicate with participants by telephone or email.
- Additional responsibilities as assigned by the Coordinator.

Qualifications:

- BA Required-Early Childhood.
- Bi-lingual (English & Spanish) highly desirable.
- Demonstrated early childhood /childcare training experience.
- NAEYC Verified /Credentialed highly desirable.
- Familiarity with home-based childcare provider position.
- Computer proficiency-Microsoft Office Suite, Internet Research, etc.
- Strong communication skills.
- Excellent, proven organizational ability and outstanding attention to detail.
- Creative problem solving skills.
- Demonstrated leadership skills.
- Ability and willingness to interact with a diverse group of people and establish positive and healthy working relationships.
- Ability and desire to work as a team player.
- Passion for WHEDco's mission.

Excellent benefits and competitive salary based on experience.

No telephone calls please.

To respond, send a cover letter and resume to one of the following:

Email: instructor@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Director of Training and Development