



## Job Description

**Job Title:** Early Childhood Associate (TRAILS)  
**Department:** Child Care Resource and Referral  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Non-exempt  
**OSHA Category:** Category 3

**Summary:** Keep resource inventory clean, accurate and up to date in the inventory tracking system; safely operate and maintain the TRAILS (Traveling Resource and Information Library Service) van; communicate with providers and families; link providers to resources; represent the program in a professional manner.

### Essential Duties and Responsibilities:

- Keep the TRAILS van stocked with resources specific for each trip.
- Assist in maintaining inventory; order resource items; label and/or barcode all items in inventory.
- Utilize the appropriate inventory system.
- Keep TRAILS van clean and in good working condition, including scheduling maintenance.
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to childcare providers.
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities.
- Complete a daily trip record on the TRAILS van and submit monthly.
- Clean and sanitize all resource items, per protocol, prior to distribution to providers.
- Maintain travel log on a daily basis and submit monthly.
- Assist TRAILS Early Childhood Specialist with provider visits.
- Schedule Class One and Class Two visits with childcare providers to drop off and pick up TRAILS resource items from loan and to provide interaction, coaching and distribution of handouts or brochures pertaining to early childhood.
- Drive or assist the Early Childhood Specialist with driving the TRAILS van.
- Attend and participate in all professional development opportunities.
- Assist Early Childhood Specialist with scheduling appointments.
- Make referrals and link providers to resources.
- Write newsletter articles as requested.
- Prepare materials for distribution to providers.
- Assist with displays and marketing to create awareness of the program.

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- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent telephone skills and the ability to use office equipment. Capable of establishing a good rapport with family child care providers and experience working with young children preferred.

### **Education and/or Experience:**

Graduated with a High School diploma or GED.

Must have valid West Virginia driver's license; clear criminal background and APS/CPS check must be bondable.

### **Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

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