

Families Moving Forward

Job Description

Position Information

Job Title:	Early Childhood Services Coordinator
Status:	Full-Time, Non-Exempt (Onsite)
Salary Range:	\$40,000 – \$48,000, commensurate with experience
Reports To:	Enrichment Programs Manager
Location:	Durham, NC (Onsite — Shelter Facility)

About Families Moving Forward

Families Moving Forward (FMF) helps families in the crisis of homelessness find their way home. We provide emergency shelter, case management, skills education, and connection to community resources to help parents and children thrive in stable homes.

Job Summary

The Early Childhood Services Coordinator is responsible for supporting families with children from birth through Pre-K and pregnant mothers. Programmatic responsibilities include developmental screenings, developing and overseeing volunteer-led workshops and activities, conducting volunteer training, and leading the agency in appropriate early childhood care practices. This work requires being onsite and working directly with families and children residing in the shelter, along with volunteers and staff.

Essential Duties and Responsibilities

Programming (25%)

- Oversee and facilitate weeknight childcare/programming (6:00 PM – 7:00 PM).
- Develop flexible, age-appropriate activities for volunteers to utilize with children from independent walking age through Pre-K while their parents are in adult programming or house meetings.
- Maintain the playroom as a safe, clean, and educational environment.
- Recruit community partners to facilitate workshops for NEST guests.
- Develop programming and outings for NEST and Branching OUT guests.

Screenings and Referrals (15%)

- Conduct developmental assessments (Ages & Stages Questionnaire — ASQ; Ages & Stages Questionnaire Social Emotional — ASQ-SE; and Desired Results for Children & Families — DRDP) on all new children entering shelter.
- Connect families with appropriate social-emotional or developmental interventions as needed, including Early Head Start, Healthy Families, Child-Parent Psychotherapy, Parent-Child Interaction Therapy, and other resources.
- Track referrals; provide support for parents as needed; rescreen children as appropriate.
- Offer care management support to families in Branching OUT.

Volunteer and Intern Management and Supervision (15%)

- Revise and/or develop early childhood volunteer training manual as needed.

- Develop and offer early childhood staff and volunteer onboarding.
- Interview early childhood interns.
- Supervise and support early childhood interns to support programming and the playroom.

Resource Support (15%)

- Provide essential early childhood supplies (thermometers, formula, etc.) to new families and as needed.
- Assist the Facilities Manager in ensuring families with infants are practicing safe sleeping habits.
- Assign Pack 'N Plays and mini fridges to designated families.
- Solicit in-kind donations from community partners; maintain inventory of supplies and request additional donations as needed.
- Transport families to scheduled child-focused appointments and programming as needed.

Administrative (5%)

- Enter assessment and screening data in the screening database.
- Connect families to appropriate childcare scholarships and placements (Early Head Start, Head Start, NC Pre-K, etc.).
- Attend Local Interagency Coordinating Council (LICC) meetings monthly.
- Attend early childhood provider trainings on effective practice as needed; train FMF staff on early childhood best practices.
- Attend monthly Children's Services Committee meetings and Early Childhood Mental Health meetings.
- Track diaper and supply distribution for each family.

Qualifications

Education

Must have demonstrated experience and success working with young children. A degree and/or experience in education, early childhood education, or a human services-related field is required. A Bachelor's degree or higher is strongly preferred. An equivalent combination of relevant education and directly applicable experience will be considered.

Knowledge, Skills, and Abilities

- Passion for working with families and young children.
- Ability to connect with children while maintaining appropriate professional boundaries.
- Knowledge of trauma-informed principles and ability to apply them across all developmental stages.
- Knowledge of ACES, trauma, and resilience as they relate to child development and young children experiencing homelessness.
- Understanding of how poverty, housing instability, and systemic barriers affect child development and family well-being.
- Knowledge and understanding of the dynamics within families in crisis related to homelessness and poverty; desire to learn best practices in service delivery.
- Patience, firmness, and flexibility in working with young children in a shelter environment.
- Demonstrated ability to problem-solve; availability and dependability.
- Ability to use Google Suite and Microsoft Office software.

Physical Demands and Work Environment

The physical demands below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a shelter facility, playroom, and related community settings.
- Requires active physical engagement with young children, including kneeling, crouching, and sitting on the floor.
- Occasional lifting of up to 25 lbs., with or without reasonable accommodation.
- May involve exposure to contagious illnesses.
- Flexible work hours required, including regular evenings and occasional weekends.

Schedule

This is a full-time, non-exempt, 40-hour-per-week position. Regular hours include evenings to accommodate evening programming: Monday through Thursday, 12:00 PM – 8:00 PM; Friday, 8:00 AM – 4:00 PM. Some early morning, evening, and weekend hours may be required to accommodate shelter coverage, meetings, and workshops.

Compensation and Benefits

- \$40,000 – \$48,000, commensurate with experience
- 100% employer-paid health, dental, and vision insurance (after introductory period of 60 days)
- 11 paid holidays
- Paid time off: 20 days per year (standard FMF accrual after 90-day probationary period)
- Optional supplemental benefits (employee-paid)
- 403(b) retirement plan eligibility (contribution eligibility after 90-day probationary period, match eligibility after one year of employment)

Background Check Notice

As a condition of employment, all candidates will be required to authorize and pass a criminal background check and, where applicable, a motor vehicle records check. FMF will conduct background checks in compliance with the Fair Credit Reporting Act (FCRA), including providing required disclosures, obtaining written authorization, and following applicable pre-adverse and adverse action procedures before any adverse employment decision is made.

How to Apply

Please send a cover letter and resume to employment@fmfnc.org and include the position title in the subject line. No phone calls please. Position will remain open until filled.

Equal Employment Opportunity

Families Moving Forward is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, genetic information, disability, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local law. FMF complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

ADA Accommodation

FMF is committed to providing reasonable accommodations to qualified individuals with disabilities. If you require an accommodation to participate in the application or interview process, or to perform the essential functions of this role, please contact the Executive Director.

Employee Acknowledgment

I have reviewed and understand the essential functions of this position description. I acknowledge that this position description is a general description of duties and that my supervisor may adjust responsibilities from time to time based on organizational needs. I understand that my employment is at-will, meaning my employment may be terminated at any time, with or without cause or notice, by either me or Families Moving Forward.