



# refugee development center

## Position Description

### **Early Childhood Specialist:**

The Early Childhood Specialist will provide early childhood instruction to refugee and immigrant students while their parent is involved in other RDC programming. This position will also maintain contact with student families in home visits and coordinate parent education around early literacy, American school systems, and child development. Candidate should have previous experience working with early childhood students (1-5 year olds) and working with diverse populations.

Candidate must be organized, have strong interpersonal skills and the ability to be flexible. To be a successful early childhood educator, you should be able to display strong communication skills and a kind and gentle demeanor when interacting with children. Ultimately, an outstanding early childhood educator should display patience and use creative ways to interact and engage with children.

**HOURS:** Full time, includes some regular weekday evenings until 7:30pm

**PAY:** \$16-\$18/hr commensurate with experience

**BENEFITS:** for full time employees, RDC offers fully paid health, dental, vision, retirement and generous PTO.

### **Responsibilities and Duties**

- Plan and conduct daily programming for early childhood newcomer students
- Plan and conduct caregiver education programming
- Follow all program procedures regarding safety and wellbeing of children
- Teaching and following a daily routine
- Adapting the program to suit the needs of the individual child or group
- Consistently planning innovative ways of keeping children actively engaged
- Imparting knowledge to children through fun and play
- Ensuring the social and emotional growth of the child
- Maintain a safe learning environment following program standards
- Attending team and staff meetings as appropriate
- Collect and maintain student information
- Entering all client data, attendance and case notes in database
- Coordinate regular contact (phone calls and home visits) with families of students.
- Promote early literacy skills and preschool resources to families of students in home visits
- Support limited case management to families of students including information and referrals to community resources

## QUALIFICATIONS

### **Required**

- Experience working with young children. *Preferred: Associate degree in early child development*
- Ability to work during the evening, as needed.
- Ease with working with diverse populations.
- CPR/First Aid certified; or willingness to be trained
- Ability to exercise patience when interacting with children.
- A caring and approachable nature.
- Must be able to physically lift and support children up to 40 lbs

### **Preferred**

- Multi-lingual (Arabic, Dari, Haitian Creole, Pashto, Kinyarwanda, Swahili, or Somali)
- Experience working with refugee and immigrant populations.

### **How to Apply:**

To apply send resume & cover letter, complete with reference contact information, to Kristina Sankar, Assistant Director at [ksankar@rdclansing.org](mailto:ksankar@rdclansing.org) by August 23<sup>rd</sup>.

### **EEO Statement:**

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.