



828-586-5561 ☎

828-586-4039 ☎

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Po Box 250 Webster, NC 28788 📍

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## Employment Opportunity – CCR&R Region 8 (Haywood, Jackson, Macon)

### Children’s Trust Fund Program Facilitator

<b>SALARY</b>	\$26.00 per hour	<b>LOCATION</b>	Hybrid / Remote
<b>JOB TYPE</b>	Part Time, Grant Funded	<b>DEPARTMENT</b>	CCR&R

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#### ***Position Overview:***

This is a part-time, hourly professional position that leads and instructs approved classes and seminars for which the employee has approved or certified training and knowledge in regards to the Children’s Trust Fund.

#### ***Duties/Responsibilities:***

- Maintain and enhance Children’s Trust Fund programs
- Timely development of routine reports required by various funding sources and/or Southwestern Child Development Commission
- Attend appropriate and/or mandated board and community meetings as a representative of the CCR&R unit and Children’s Trust Fund Project
- Survey referral sources, parents/caregivers, and children participating in programs and services to determine program effectiveness and necessary changes
- Maintain rapport with adults and/or children both in and outside of the group context to support continued participant involvement and delivery of an exemplary level of family support services
- Administration of all pre- and post-test and consumer survey materials
- Responsible to see that the facility is clean, locked, unlocked appropriately
- Facilitate classes and/or provide client services as necessary
- Collaborate with the CCR&R staff and other professionals to ensure seamless provision of programming
- Other duties as assigned





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### **Education/Experience:**

- Applicants must have at least a Bachelor's Degree in Early Childhood Education, Child Development, BK or related field.
- Two years qualifying experience in an early childhood setting.
- Ability to establish a good rapport with children and families.
- Completed training and demonstrated competence in regards to CCR&R activities
- Applicants must have a valid NC Driver's License and a car available for work.
- Applicants with a combination of related educational and experience qualifications will be considered.
- Demonstrated competence and experience with computers and database systems.
- Must have excellent oral and written communication skills.

Applicants must have a valid NC Driver's License and a car available for work. Flexible night and weekend work is required. Only those applicants most qualified based on education and experience will be interviewed

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission ([www.swcdcinc.org](http://www.swcdcinc.org)) or mail to: 142 E. Sylva Shopping Center, Sylva NC 28779. Applications may also be faxed to (828) 631-1860 or emailed to [jobs@swcdcinc.org](mailto:jobs@swcdcinc.org). Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

***\*SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***