



## Recruitment Specialist

**Responsible To:** Step Up To Quality (SUTQ) Coordinator

**Purpose of Job:** To recruit providers to open quality centers and/or family child care homes in SDA 2. Provide coaching, resources, training and technical support to administrators/owners as they open and/or expand their child care business. Conduct program updates, trainings and resources to enhance business practices and parent engagement opportunities that support each programs success in Ohio's Step Up To Quality rating program standards.

**Qualifications:**

- A minimum of two (2) years experience providing direct care for infants and toddlers, preschoolers or school-aged children in a group setting
- BA/BS in Early Childhood Development, PreK – 3<sup>rd</sup> Grade License/Early Childhood Teaching License or a related field required
- Experience providing training to adult learners
- Documented oral and written communication skills, time management skills, and organizational skills
- Knowledge of developmentally appropriate early child development
- Knowledge of Ohio's child care licensing regulations & Ohio's Step Up to Quality rating system
- A valid driver's license and reliable transportation is required
- A non-traditional work schedule may be required

**Key Areas of Responsibility:**

- Recruit providers to successfully receive a license and operate a high quality center or family childcare home by identifying opportunities to enhance their business through:
  - **Marketing:** their business through regular program updates.
  - **High-quality early care and education settings:** Step Up To Quality/Accreditation
  - **Create Action Plans:** for all programs you are supporting to drive goals and objectives specific to each program
  - **Coach:** each provider to successfully meet established goals.
  - **Parent Engagement:** Using the Protective Factors to support families (parent café's, training and consultation)
  - **Fully implement the CCRC mission:** through meaningful relationships.
- Expand current child care programs to meet the needs of the community (expand: hours, types of care, locations and more) using data collected from communities.
- Maintain an accurate database (Work Life Systems) of all assigned providers within the CCRC service delivery area. Must ensure provider updates are completed every six months.
- Connect CCRC services and support opportunities to providers throughout the recruitment process (CCSS, ASQ, Training, parent services, and more)
- Plan and implement technical assistance visits, telephone calls, and training (in-person and virtual) for the purpose of informing and working in cooperation with child care professionals to raise the level of quality within individual settings that provide care for children.
- Maintain accurate records to document job activities as required by supervisors and agency funders and OCCRRA
- Develop relationships in the child care community and with community stakeholders to promote coordination of services
- Attend meetings and communicate on behalf of the CCRC, child care providers and families we serve to ensure the community is understanding the needs of each group.



- Must complete Ohio's prescribed train the trainer sessions (as identified), and utilize that information in providing technical assistance services for all age groupings
- Collaborate with agency staff to coordinate information, communication and quality customer services
- Identify innovative strategies to continuously challenge all CCRC team members to make 212 degrees their personal target.

The Recruitment Specialist works as a part of a team of child care provider services professionals. The team utilizes the agency and department strategic goals to grow the work and support for the early childhood field by supporting and guiding each specialist caseload, by working together to support one another and by innovating and/or finding new ways for providers to find efficiencies and improve their child care businesses. The Recruitment Specialist will work with all other departments within the CCRC to ensure all CCRC services are used in supporting the program's overall business operations.

**Benefits:**

Fulltime position  
Salary : \$38,000.00 - \$42,000.00  
Benefits: Medical  
(CCRC pays 70%), Life (paid by employer),  
403b Retirement, Sick Leave, Vacation Time

**Core Values:**

Every Interaction Matters - **RELATIONSHIPS**  
Committed to expanding and sharing **KNOWLEDGE**  
**INNOVATIVE** in serving our community  
**INTEGRITY** in our daily interactions  
**TRUST** earned with every action

**How to Apply**

To apply for this opportunity, email Jennifer Dodge, executive director at [jdodge@ccrcinc.com](mailto:jdodge@ccrcinc.com) and include the following:

- "I read the job description" in the subject line (without quotations).

***Please note all applications that fail to include the above will not be considered.***