POSITION DESCRIPTION:

The Resource Room Specialist assists in the development, maintenance, and promotion of the Resource Room and the Professional Development Department's services. The Specialist assists in developing resources that reflect the needs of the early care and education profession in the 4-C service delivery area. The Specialist maintains the lending library; coordinates the professional development/training calendar, including online and social media for the department; provides research and resources to 4-C staff and membership; and provides administrative support to the department.

This position is non-exempt status and reports to the Professional Development Manager.

RESPONSIBILITIES:

- Oversees the Resource Room, including providing customer service to visitors, tracking lending library materials, and maintaining the Resource Room's physical space.
- Develops and executes membership outreach opportunities designed to increase usage of the Resource Room and 4-C services.
- Ensures that the Resource Room usage and expenditures comply with the requirements that are stated with all agency funding sources and contractual agreements.
- Collects data and generates reports regarding Resource Room usage and expenditures as stated with all funding sources and contractual agreements.
- Registers professional development/training participants and maintains records of registrations, payments, and completed trainings.
- Coordinates the development of the professional development/training calendar by collecting necessary information from the Professional Development Manager, Early Childhood Specialists, and other 4-C departments; and assists with formatting and editing the materials as needed.
- Supports membership and agency employees with on-demand early care and education research and resources and maintains databases of commonly requested resources.
- Assists Early Childhood Specialists in development of professional development/training materials.
- Contributes information or articles related to early care and education for distribution in the Focus.
- Understands and adheres to agency personnel policies.
- Maintains confidentiality of all issues pertaining to provider and family files/cases/circumstances when working within or outside of the agency.
- Understands agency mission and represents same to public.
- Performs other duties as assigned by immediate supervisor or Executive Director.

QUALIFICATIONS:

- Associate degree and 1 year of experience; or 3 years of prior experience; in Early Childhood Education or related field.
- Bilingual (Spanish or Hmong) is preferred.
- Knowledge of early care and education trends and profession.
- Excellent oral and written communications skills.
- Ability to work independently, organize tasks, and analyze information.
- Ability to relate to a diverse population and display strong conflict resolution skills as necessary.
- Experience with Microsoft Word, Access, Excel, PowerPoint, and Outlook.
- Ability to work evenings and weekends as required.

I have read and understand the Resource Room Specialist position description and responsibilities.

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Signature Date