



CHILD CARE OF THE BERKSHIRES, INC. EMPLOYMENT OPPORTUNITY

TITLE: **Education Nutrition Specialist**
 Family Child Care System, North Adams, MA

SPECIFIC RESPONSIBILITIES:

- Completes all Nutrition Program paperwork and record keeping; keeps accurate statistics.
- Reviews and totals menus and monitors meals for family child care homes and centers.
- Plans and implements annual nutrition training for both family child care and centers.
- Completes nutrition training session with new providers in relevant areas.
- Develops monthly lesson plans and newsletter.
- Schedules monthly visits to each provider home.
- Supports the providers and maintains records of visits.
- Maintains a log of progress reports due and assists providers in their completion.
- Plans, schedules and assists with occasional large group activities; assist with transportation as needed.

QUALIFICATIONS:

- A degree in early childhood education or related field preferred;
- At least one year of relevant experience and EEC Lead Teacher qualification required.
- Knowledge of child development and developmentally appropriate practices.
- Must be able to multi-task.
- Must be able to establish and maintain a professional relationship with CCB staff, providers, professionals and other agencies.
- Requires working knowledge of computers and word processing as well as skill in standard office equipment.
- Must be able to develop a monthly curriculum and parent newsletter based on literacy standards set in compliance with EEC.
- Must be able to travel to homes and sites in order to implement activities and monitor meals.
- Must be able to work independently planning schedules and activities.
- Must be able to physically observe whether the activities are developmentally appropriate within the family child care setting and that the meals served are in compliance.
- Must be able to count accurately and demonstrate agility with math.
- Candidate must submit to national criminal, DCF, and SORI background record check.

SALARY/WORK/YEAR:

The position is year-round, 25-30 hours per week, with a salary range of \$14 - \$16 per hour.

POSTING DATE: January 3, 2019

CLOSING DATE: January 14, 2019

Send resume and letter of interest that outline how your skills and experience meet the qualifications of the position to: Child Care of the Berkshires, P.O. Box 172, North Adams, MA 01247 or hlabonte@ccberkshire.org

Child Care of the Berkshires is an equal opportunity, affirmative action employer,
with a longstanding commitment to increasing the diversity of the employee community