

## **Job Description: Early Learning Center Family Engagement Coordinator**

**Position Overview:** Shir Ami, a thriving reform temple in Newtown, PA, is seeking an enthusiastic and organized Early Learning Center & Family Engagement Coordinator to join our team. This role is essential in supporting the daily operations of our Early Learning Center (ELC) and leading efforts to engage young families within the Shir Ami community. The Coordinator will manage and oversee various programs and events, including serving as the Summer Camp Director and Playcare Supervisor, and will play a key role in expanding young family engagement initiatives.

Salary: \$45,000-\$52,000/year

### **Key Responsibilities:**

#### **1. Support ELC Operations**

- Assist the ELC Director with daily operations, with a specific focus on planning and coordinating programs and events.
- Oversee ELC specials, including music, gym, and Spanish, managing hiring, scheduling, and program quality.
- Plan and organize individual class and school-wide special events, including Hanukkah parties, graduations, and end-of-year celebrations.
- In collaboration with clergy, manage weekly school Shabbat services
- Serve as the Playcare Supervisor, overseeing staffing, scheduling, and daily operations of Playcare services.
- Act as the Dedicated ELC Closer, ensuring smooth transitions at the end of each day and addressing any immediate concerns from staff, children, or parents.

#### **2. Young Family Recruitment & Engagement**

- Lead efforts to recruit and engage young families within both the ELC and the broader Shir Ami community.
- Represent Shir Ami at community events and outreach initiatives to promote the ELC and young family programs.
- Develop and expand young family programs, including the ShirSprouts initiative, creating meaningful and engaging experiences that align with Jewish values.
- Plan and execute events and activities that foster community and connection among young families, with a focus on Jewish holidays and traditions.
- Collaborate with the Shir Ami Religious School and other departments to create a seamless experience for families as they transition through different stages of engagement with the temple.

### **3. ELC Summer Programs Director**

- Lead and manage the ELC summer programs, including staffing, program development, event planning, and camper groupings.
- Recruit, hire, and train seasonal staff, ensuring a high-quality camp experience for all participants.
- Manage daily camp operations, including scheduling, programing, safety protocols, and parent communication.

#### **Hours and Expectations:**

- During the school year, the Early Learning Center & Family Engagement Coordinator serves as the ELC Closer, with daily working hours from 10am to 6pm. Some weekend work, particularly on Sundays, may be required based on event and program needs, as well as community outreach efforts. Adjustments to the weekday work schedule will be made as needed to accommodate for such programs. Flexibility is essential to ensure the successful planning and execution of all responsibilities associated with this role.

#### **Qualifications:**

- A passion for early childhood education and community engagement.
- Strong organizational and event-planning skills, with experience managing programs for young children and families.
- Excellent communication and interpersonal skills, capable of building relationships with families, staff, and community members.
- Ability to work independently and as part of a collaborative team.
- Prior experience in early childhood education, program management, or a related field is preferred.

**To Apply:** Interested candidates should submit a resume and cover letter to Nina Orr at [ninaorr@shiramipa.org](mailto:ninaorr@shiramipa.org).