



Baxter Child Development Center

Early Childhood Coordinator

Baxter Community Center is searching for qualified individuals to join our Youth Education team!

Employment Status: Part Time 30 hours

Compensation: \$19- \$21 per hour

Position Summary

Under the direction of the Director of Early Childhood Education, the Early Childhood Coordinator (ECC) is responsible for providing daily operational, administrative, and technical support to ensure high-quality program functioning within the Child Development Center.

Program Administration & Compliance

- Provide administrative support to the Director of Early Childhood Education.
- Maintain and update children and staff files, including tracking required credentials and professional development hours.
- Assist in ongoing recruitment, enrollment, follow-up, and registration for both CDC and GSRP families.
- Ensure ongoing compliance with State of Michigan Licensing and Regulatory Affairs (LARA) regulations.
- Monitor and support implementation of Great Start to Quality standards.
- Assist with daily monitoring of Childcare Licensing rules and maintain related documentation.
- Maintain knowledge of Early Childhood collaborative systems (e.g., Great Start Collaborative, GSRP, Great Start to Quality).

Program Support & Coordination

- Provide daily technical support for Early Childhood classrooms and facilities.
- Maintain inventory of program supplies and equipment; manage and fulfill supply requests.
- Support classroom operations by providing classroom coverage when needed.
- Assist in coordination and communication between the Director, teachers, and families.
- Support marketing and outreach initiatives for the Early Childhood Department.
- Track professional development participation and requirements for program staff.

Family & Community Engagement

- Assist in planning and execution of family engagement events such as Parent Nights, Field Trips, and Graduation ceremonies.

Early Childhood Coordinator



- Support communication systems to ensure clear, timely, and consistent information is shared with families.
- Participate in community outreach and collaborative early childhood initiatives as needed.

Other Duties

- Perform other responsibilities as assigned by the Director of Early Childhood Education

Knowledge's, skills & abilities:

- Strong experience in Microsoft office applications (Word, Excel, Publisher, Access), Canva, Google Docs and Sheets, customer service, and IT preferred.
- Must either have or complete upon hiring Pediatric First Aid and CPR certification training.
- Strong verbal and written communication skills
- Attention to details
- Creative Problem Solving
- Knowledgeable of Instructional Best Practices, NAEYC Accreditation and Great Start to Quality

Minimum Required Education and Experience:

- Associate Degree or higher in Early Childhood Education or related field with experience in a licensed Child Development center setting.
- Administration and supervisory experience
- Knowledge of early childhood through school-age development
- Knowledgeable and current on research based curricula and implementation

Additional requirements:

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

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To be considered for the position, applicants must send cover letter and resume via email to:

aarie@baxtercommunitycenter.org