Contract Position: **Child Care Feasibility Coordinator**

**Reports To:** Executive Director, Helping Hands Against Violence

**Status:** Part time and flexible: 10+/- hours per week ($25-30/hour DOE).

**Objective:** The Child Care Feasibility Coordinator is responsible for establishing a comprehensive plan for a Helping Hands child care program. The coordinator will research, coordinate, create partnerships, and implement a viable child care program which would serve both the needs of Helping Hands and the greater Hood River community. There are multiple directions this project could go, the coordinator will be responsible for working with a team to review all options, determine the best direction, and initiate the implementation of the plan.

**Benefits:** This is a very part-time contracted coordinator position, no direct benefits; however, it is perfect for someone who likes to be engaged in the community, jumpstart an incredible opportunity (with a high community need), and be flexible working from his/her/their home office. The position will average about 10 hours per week with fewer hours at the beginning of the project and more as the project moves into fruition. The biggest benefit of this position—if successful and desired—is the possibility for growth into a child care management position by mid-2021.

**Goals:**

1. Coordinate a community feasibility plan for creating a community-based child care program (at best) or a HHAV child care program (at the very least).
2. Work closely with the Helping Hands team and critical community partners to ensure the best success of the program.
3. Research a variety of child care opportunities from partnering with existing child care agencies to creating a new stand-alone non-profit child care under the umbrella of Helping Hands—all options are on the table.
4. Plan the elements of the program.
5. Work closely with Columbia Gorge Community College Child Care Partners, a Resource and Referral program, to assure all aspects of a complete child care program are being addressed—from permits and training to trauma-informed curriculum.
6. Work closely with the Helping Hands financial team to develop a sound business plan.
7. Implement the plan by secure a location for the program
8. Assure that all permits are applied for and secured.
9. Be a positive liaison between HHAV and the greater Hood River community
10. Other duties as assigned.

Providing hope, safety and support to survivors of sexual assault, domestic violence, and stalking.
A. REQUIREMENTS
   1. Complete required HHAV trainings.
   2. Sign confidentiality statement.
   3. Complete a background check.
   4. Have a valid driver’s license.

B. MINIMUM QUALIFICATIONS
   1. Willingness to learn about all aspects of starting and running a community-based child care.
   2. Ability to work both independently and as a team member.
   3. Ability to work with a broad range of people with diverse lifestyles, life experiences, and ethnic origins.
   4. Flexibility, a non-judgmental attitude, and a sense of humor.
   5. Ability to work under stress; good problem solving skills.
   6. Ability to communicate clearly, in writing and verbally.
   7. Computer literacy.
   8. Responsible, dependable and energetic.

C. ADDITIONAL PREFERRED (NOT REQUIRED) QUALIFICATIONS
   1. Prior child care experience—as either a day care provider and/or child care manager.
   2. Experience creating community involvement/action.
   3. Bi-lingual

HOW TO APPLY:

Send a cover letter and resume to: Stephanie Irving, Executive Director, Helping Hands Against Violence, by March 16, 2020 (or sooner). We reserve the right to fill the position as soon as we find the perfect candidate!

Via email or regular mail:
director@helpinghandsoregon.org

HHAV
PO Box 441
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