Program Coordinator Job Description
Advancing Support for Assistant Provider Pilot

Organizational Description: Docs for Tots’ mission is to bring together children’s childcare providers, parents, and communities to promote practices, policies, and investments in children from prenatal to age five that foster children’s healthy development and future success. By influencing childcare providers that directly impact children’s lives, we create systemic, sustainable change for early childhood.

Program Description: Docs for Tots has a portfolio of projects that help professionals implement best practice/proven models to enhance the support they provide young children. The Advancing Support for the Assistant Providers Pilot (ASAPP) project provides a 3-month onboarding package to Assistant Providers who are newly hired or working in Family Group Childcare in and around Far Rockaway, Queens. The goal of this project is to promote healthy adult-child interactions, attachment, social-emotional health, and overall development for infants and toddlers in their care by improving the Assistant Providers’ knowledge and skill building in infant mental health, general child development, and reflective capacity.

Docs for Tots is seeking a Program Coordinator to contribute to our team as we facilitate the ASAPP Project. The project is expected to be funded through June 2026.

Program Coordinator Description: To oversee most aspects of the Docs for Tots ASAPP which consists of convening a coalition of Queens stakeholders with a focus on Far Rockaway, and to document what is currently available services with their funding sources of Family Group Childcare providers in this area. In addition, the project coordinator will work closely in collaboration with multiple partners in New York City and New York State. Specifically, the ASAPP Project Coordinator will have the following responsibilities and accompanying qualifications:

Responsibilities:
- Assist with the implementation of Docs for Tots’ ASAPP project
- Coordinate all aspects of ASAPP Coalition activities including building membership, scheduling meetings, and documentation
- Mapping of available training and support services
- Assist in the development and collection of relevant data and surveys
- Recruitment of family group providers and assistant providers
- Scheduling and coordination of assistant provider sessions
- Coordination of state-required assistant provider processing including fingerprints, background; checks, and required training
- Conduct training sessions as needed
- Arrange for the completion of celebratory activities
- Assist in the dissemination of project outcomes through staff meetings, presentations at conferences, and/or articles
- Participate in required training and achieve fidelity/reliability, if applicable
- Other duties as assigned
Qualifications and Characteristics:
A Master’s degree, or commensurate experience
Experience working across systems
Experience coordinating the participation of various stakeholders
Knowledge of infant mental health, child, and family development
Demonstrated training experience
Exceptional oral and written communication skills
Ability to establish effective work relationships with different types of professionals.
Ability to demonstrate flexibility when working with all departments and levels within stakeholder offices and childcare providers.
Ability to travel extensively within Far Rockaway Queens, and New York City
Access to personal vehicle for required transportation
Ability to meet in person at Docs for Tots offices as required (typically Mondays and Thursdays)
Occasional evenings required
Overnight travel for conference attendance if applicable
Proficient in Microsoft Office Suite

Employment Type: Full-Time

Professional Level: Intermediate Level

Salary Range: TBD - Salary commensurate with experience

Benefits: Group health insurance, paid time off, 401k, employee assistance program, employee discount program, mobile phone allowance, mileage reimbursement, AFLAC supplemental life/disability/accident/illness policies

To Apply:
Please email a resume and one-page cover letter to rochelle@docsfortots.org and put ASAPP Program Coordinator in the subject line. Submissions without a cover letter and the appropriate subject line may not be considered.

Environmental Factors and Physical Requirements: While performing the duties of this job, the candidate is required to have ordinary ambulatory skills sufficient to visit other locations and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including the ability to grasp and visual acuity to use a keyboard, operate equipment, and read application information. The candidate frequently is required to sit, reach with hands and arms, talk, and hear. Regularity and consistency of attendance are essential to ensure high-quality service and ultimately a productive program. NOTE: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Docs for Tots is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth, lactation, and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Docs for Tots is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.