UNITED WAY
Southeast Missouri

# Childcare Development Specialist – AmeriCorps

**Job description:** United Way of Southeast Missouri is launching a new AmeriCorps program, United for Childcare, to increase access to affordable, quality childcare in Southeast Missouri. Childcare is a critical need in our region, with many families unable to work due to a lack of providers. This program places AmeriCorps members in roles that expand provider capacity and support the childcare workforce.

**Member Duties:** As a Childcare Development Specialist, you will work directly with individuals who want to become licensed in-home childcare providers. You will guide them through the licensing process, help with business planning and training, and connect them to resources. Your service will directly help increase the number of childcare options for working families.

- Meet with potential in-home providers to explain the licensing process.
- Assist providers with application paperwork and inspection readiness.
- Help schedule and promote CPR/First Aid, CDA, and other trainings.
- Support providers with business planning and access to resources.
- Manage tools like the Provider Toolkit and update shared materials.
- Track provider milestones.
- Promote licensing support through outreach and information sessions

**AmeriCorps Service:**

- 3/4 time (1,200 hours of service)
- Living Allowance: $14,400
- $5,176 Education Award upon successful completion of service.

**Additional Benefits:** Paid childcare assistance, if eligible; access to professional development training and education through United Way; permits working at another job and/or school attendance during off hours.

**Service Areas:** Community and Economic Development, Children/Youth.

**Desired Skills:** Ability to work well as a team player and also be self-directed; excellent written and verbal communication skills; efficient use of computers and software; highly organized.

**Office Location:**
16 N Spanish Street
Cape Girardeau, MO 63701