



small steps nurturing center

Resource Coordinator

Department: Program

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Campus Director

Travel Required: None

Positions Supervised: None

Work Schedule: Monday – Friday 7:45 am – 4:15 pm (includes 30 minute lunch and 15 minute break each day). Occasional evening hours are required for special event support.

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

The Resource Coordinator plays a vital role in supporting the educational environment at Small Steps Nurturing Center by ensuring classrooms and teachers are equipped with high-quality, engaging, and developmentally appropriate materials. This position is responsible for organizing, maintaining, and enhancing instructional resources that align with the Center's mission to provide an exemplary early childhood program that fosters the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

This is a dynamic, hands-on role that blends organization, creativity, and collaboration to support both teachers and students.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Curriculum & Classroom Resource Support

- Plan, create, and rotate sensory bins aligned with developmental goals and classroom themes
- Pull and prepare thematic materials and resources in alignment with the curriculum calendar
- Curate and rotate books for seasonal, thematic, and classroom use
- Research and recommend new materials, tools, and resources to enhance curriculum delivery
- Support indoor and outdoor play by planning a monthly activity calendar and preparing materials, including alternative plans for inclement weather

Resource & Inventory Management

- Maintain an organized, well-stocked teacher workroom
- Manage and organize the resource room to ensure ease of access and usability
- Conduct an annual audit of all resource bins to ensure completeness and quality
- Compile monthly teacher supply requests and coordinate ordering needs
- Track inventory and anticipate replenishment needs

Collaboration & Teacher Support

- Respond to teacher requests for materials and instructional support resources
- Partner with teachers to ensure materials meet classroom needs and student developmental levels
- Support the Assistant Campus Director in implementing and strengthening curriculum

Operations & Daily Support

- Provide daily operational support during morning and afternoon carpool (cone duty or serving as a driver)
- Assist with setting up engaging indoor play environments during inclement weather

Leadership & Growth (Future Scope)

- Participate in purchasing decisions and vendor research
- Observe classrooms and share ideas and best practices with teachers
- Support curriculum implementation through collaboration and feedback
- Assist in coordinating and guiding volunteers who support resource preparation and organization
- Potential growth to support teachers in utilizing the literacy lab

POSITION QUALIFICATIONS

Competency Statement(s)

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Customer Oriented - Ability to take care of the students' needs while following school procedures.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Teamwork - Ability to work in a team.

SKILLS & ABILITIES

- Passion for early childhood education and alignment with the mission of Small Steps Nurturing Center
- Strong organizational and time management skills with attention to detail
- Creative mindset with the ability to design engaging, developmentally appropriate materials
- Ability to manage multiple priorities and adapt in a fast-paced environment
- Strong interpersonal and communication skills
- Experience in early childhood education or a related field preferred

Education:

High School Diploma Required

Experience: Early Childhood Education experience; minimum of 1 year preferred

Computer Skills: Microsoft Suite

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2 - 3.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (3.5+ hrs/day)

Physical Demands

Lift/Carry

		10 lbs or less	F
		11-20 lbs	F
		21-50 lbs	F
Stand	F		
Walk	F		
Sit	O		
		Push/Pull	
Manually Manipulate	O	12 lbs or less	F
Reach Outward	F	13-25 lbs	F
Reach Above Shoulder	F	26-40 lbs	F
Squat or Kneel	O		
Bend	O		
Grasp	F		
Speak	F		

Other Physical Requirements

- Sense of Smell
- Sense of Taste
- Sense of Touch

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This role operates in a preschool environment and requires frequent interaction with staff, classrooms, and shared resource spaces. Flexibility, teamwork, and a proactive approach are essential.

I have read and understand this explanation and job description.
 I can perform the essential functions of this job with or without accommodation.

 Employee Signature: _____ Date: _____

 Supervisor Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.