

**United Way of Racine County**  
**Job Description: Racine County Early Literacy Coordinator**

**Position:** Racine County Early Literacy Coordinator  
**Status:** Full-time exempt position  
**Core Function:** Early childhood literacy program coordination and implementation  
**Reports to:** Tasha King, Economic Support Manager, Racine County  
**Direct Reports:** None

This position reports directly to Racine County Economic Support Manager. United Way serves as employer of record only.

**Primary responsibilities**

To provide certified in-home childcare providers and their families with the knowledge and tools to promote kindergarten readiness standards at appropriate stages of development and sustain literacy skills for school age children in after school and summer care. This position will collaboratively implement and develop literacy programming and provide community outreach to engage additional childcare providers interested in certification.

**Specific duties, including but not limited to:**

- Develop age-appropriate literacy materials to support growth and development for children in the care of certified childcare homes.
- Identify early literacy assessment tools to determine the needs of children in day care around Racine County.
- Assist in assessing the educational needs of day care providers as they relate to early childhood literacy.
- Work and communicate effectively with people from diverse backgrounds and can assess the skills of the providers in the program and lead them to a higher level of early literacy understanding.
- Collaborate with multiple partners, including day care providers, community organizations and parents.
- Teach literacy activities to children from birth to age 5.
- Assess and monitor provider progress in a supportive and kind manner.
- Build community among parents and providers.
- Assist in generating reports concerning the progress of providers, parents and children.
- With the aid of partners, help to refer providers and parents to outside agencies who can assist them in growth beyond their literacy needs.
- Identify or create literacy activities that are appropriate for school age children that are involved with Racine County Human Services through the childcare program.
- Represent Racine County Human Services in the community, at professional association events, fairs, volunteer recruitment events, and other events deemed relevant to advancing the work of the project.
- Other duties as assigned.

**Values**

The position must model and support the values of the organization:

- Commitment to Community Success. Make a positive difference and have a measurable

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impact of enduring consequence.

- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change.

**Education/Experience**

- Post-secondary degree in education, social work or similar field that may be applicable to supporting this position's essential duties preferred but not required.
- Minimum of two years' experience working in early childhood settings and/or early childhood literacy community programs.
- Ability to help create and deliver curriculum for preschool age children.
- Comfortable working within childcare providers homes to deliver curriculum and work with parents.
- Experience or drive to work with different organizations and diverse communities.
- Ability to effectively manage time and prioritize activities and projects.
- Experience engaging internal and external stakeholders from all demographics.
- Proven organizational ability and willingness to work as part of a team.
- Valid driver's license and insured vehicle.
- Knowledge of basic computer hardware and software applications including email, Internet and Microsoft Office.

**Supervisory Responsibilities**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

**Benefits and Other Compensation**

The Racine County Early Literacy Coordinator salary is \$48,000-\$52,000 plus benefits. United Way offers excellent benefits that include health and dental coverage, vacation and other paid time off, summer hours, remote work options, life insurance, retirement plan with 8% employer contribution, and much more.

United Way of Racine County is an Equal Opportunity Employer. Members of historically marginalized communities including but not limited to women, BIPOC individuals and people

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from the LGBTQIA+ community are encouraged to apply.

To apply, submit your resume and cover letter via email with the subject line *Racine County Early Literacy Coordinator* to Kim Hill at [khill@unitedwayracine.org](mailto:khill@unitedwayracine.org). Please no phone calls or mailed applications. This posting will be open until the position is filled.