



## Position Description

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### Family Day Care Coordinator

Position title	Family Day Care Coordinator
Organisation	Cares R Us Family Day Care Scheme
Location	Kangaroo Valley / Shoalhaven region, NSW
Employment type	Casual
Hours	Average 20 hours per week
Reports to	Management team

#### Position purpose

The Family Day Care Coordinator supports the local establishment and growth of the Cares R Us project in Kangaroo Valley and surrounding Shoalhaven communities. The role focuses on community engagement, educator identification and recruitment support, stakeholder liaison, and coordination of early project activity.

The role is intended to be primarily field-based and community-facing. Administrative tasks are intended to be reduced through systems and support arrangements so the coordinator can focus on local engagement and implementation.

#### Key responsibilities

##### Community engagement and local promotion

- Build and maintain relationships with local families, educators, schools, churches, council, businesses and community organisations
- Attend local meetings, information sessions, outreach activities and community events
- Represent the project professionally in the community
- Use approved project information, forms, banners and printed materials during outreach activities
- Identify opportunities to build awareness of family day care in the area

##### Educator recruitment and support

- Identify and speak with prospective educators in Kangaroo Valley and surrounding areas
- Explain the family day care model, project purpose and participation requirements
- Conduct initial conversations with interested applicants
- Support prospective educators through early-stage onboarding steps
- Assist applicants to understand required qualifications, checks, training and documentation
- Liaise with the management team regarding educator applications, follow-up and progress

##### Stakeholder liaison

- Support communication with council and other local stakeholders



## Cares R Us Family Day Care Scheme

- Build working relationships with local referral points and trusted community contacts
- Arrange and attend meetings with key organisations and community groups
- Maintain professional and accurate communication on behalf of the service

### Coordination and reporting

- Maintain accurate records of meetings, outreach activity, educator interest and follow-up actions
- Use approved digital systems and phone-based tools for scheduling, communication and record management
- Provide updates to the management team on local activity, opportunities, issues and progress
- Assist with coordination of local implementation tasks and outreach materials

### Compliance and professional standards

- Work within the policies, procedures and expectations of Cares R Us Family Day Care Scheme
- Handle information confidentially and professionally
- Maintain required checks, training and documentation relevant to the role
- Support safe, professional and compliant engagement with educators, families and stakeholders

## Selection criteria

### Essential

- Minimum Diploma in Early Childhood Education and Care required
- Demonstrated ability to build relationships and communicate effectively with a wide range of people
- Demonstrated ability to work independently in a community-facing role
- Strong verbal communication and follow-up skills
- Sound organisational skills and attention to detail
- Confidence using digital tools, phone-based communication and administrative systems
- Current Working With Children Check, or ability to obtain one
- Current Police Check, or ability to obtain one
- First aid Qualification with the updated code (HLTAID012 - Provide First Aid in an education and care setting).
- PRODA number is their unique Registration Authority (RA) number.
- Current driver licence and willingness to travel regularly across Kangaroo Valley and the wider Shoalhaven region as required.

### Desirable

- Diploma or higher qualification in Early Childhood Education and Care
- Experience in family day care, early childhood education, educator support, community engagement or stakeholder liaison
- Knowledge of Kangaroo Valley and surrounding communities
- Experience with application handling, enrolment systems or document coordination



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### Key attributes

- Professional and reliable
- Confident speaking with people in the community
- Able to initiate conversations and build trust
- Practical and responsive
- Comfortable working outside the office for much of the week
- Able to balance community-facing work with required coordination tasks

### Initial focus of the role

- local outreach
- relationship building
- stakeholder meetings
- educator identification and recruitment
- awareness of the service in the local area

In the initial period, most of the weekly hours are intended to be spent out in the community rather than in the office.