



**Job Title:** Temporary Recruiter  
**Reports To:** ERSEA Coordinator  
**Department:** Early Head Start

**Status:** Full-Time/Non-Exempt  
**Schedule:** M-F; 9:00am – 5:00pm

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**Job Summary:**

The Temporary Recruiter is responsible for actively identifying and recruiting eligible children and families into the Early Head Start (EHS) program, as well as recruiting qualified family childcare providers or community-based partners to deliver EHS services. This position plays a vital role in meeting enrollment targets, building community relationships, and supporting the expansion and accessibility of high-quality early childhood education options in the service area.

**Essential Duties and Responsibilities****Recruitment of Children and Families:**

- Conduct outreach in the community to identify and recruit eligible families with children ages 0–3 and expectant mothers for EHS services.
- Build partnerships with WIC offices, shelters, clinics, libraries, and other local agencies to support child recruitment.
- Distribute and present informational materials in community settings, including attending events, home visits, and local fairs.
- Guide families through the EHS application process, eligibility screening, and enrollment steps and connect them with the Family Advocates.
- Maintain and monitor waitlists and ensure data accuracy in enrollment systems.

**Recruitment of Providers:**

- Identify and recruit qualified family childcare providers and/or community-based partners to expand the EHS provider network.
- Conduct outreach and informational sessions with licensed providers, early childhood educators, and organizations interested in partnering with CHCF.
- Collaborate with EHS leadership to ensure new providers meet federal and programmatic standards for participation.
- Assist providers in completing necessary paperwork, licensing requirements, and pre-service requirements.
- Maintain positive, ongoing communication with providers to support their engagement and compliance.

**Outreach and Collaboration:**

- Serve as a liaison between the EHS program, the community, and potential partners.
- Work with the Family Advocates and ERSEA Coordinator to align recruitment strategies with enrollment goals.
- Keep accurate records and prepare regular reports on recruitment efforts, progress toward goals, and outreach activities in a timely manner.



**Qualifications and Skills:**

- High school diploma or GED required; associate or bachelor's degree in early childhood education, Social Work, Human Services, or a related field preferred.
- Minimum of 2 years of experience in outreach, recruitment, community engagement, or case management.
- Experience working with diverse communities and low-income families is strongly preferred.
- Familiarity with Early Head Start/Head Start programs and eligibility requirements is a plus.
- Bilingual English/Spanish (or other language relevant to the community served) preferred.
- Strong interpersonal and communication skills; ability to build trust with families and community members.
- Analytical skills to assess trends and develop informed recruitment strategies.
- Proficiency in Microsoft Office and other data systems; ability to navigate the internet and recruitment platforms.
- Knowledge of local childcare licensing regulations and community resources.

**Working Conditions:**

- Work is primarily performed in the community, with some office-based responsibilities.
- Frequent local travel is required, as well as access to reliable transportation.
- May include occasional evening or weekend hours for outreach events.

**Salary: \$21.9780/hourly**

*CHCF offers a comprehensive employee benefits package.*

*CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.*



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