

# Child Care Business Coach

Child Care Council of Nassau

Garden City, NY 11530

Coach / PD Provider

Full-time, Temporary

Onsite

\$30.22 - \$30.22 an hour\*

\* \$55,000 when annualized

Posted on January 12, 2026

## Organization Statement

Child Care Council of Nassau (CCCN) is dedicated to empowering families with the guidance and resources needed to find high quality childcare services, fostering the growth of innovative early childhood education in homes, centers, and schools, and supporting individuals on their journey to professional development and entrepreneurship in this vital field.?

## Job Description

As a Child Care Business Coach, you will work closely with providers to strengthen their business practices, ensuring they have access to the resources needed for financial, physical, and mental well-being. You will guide providers in using a Child Care Management System and connect them with essential services such as health care, mental health support, and retirement planning. **Bilingual proficiency in Spanish is required.** This is a temporary, full-time position with the potential for extension.

## Responsibilities

- Complete the required coaching training and obtain certifications as required
- Recruit providers to participate in the ESFCCC and assist in the application process
- Adapt coaching strategies to meet the diverse learning styles, experiences, and needs of child care providers by utilizing adult learning principles like one-on-one coaching, small group workshops, and peer learning opportunities
- Develop and maintain strong, trusting relationships with child care providers and other early childhood and business support organizations

- Manage a caseload of up to 25 home-based child care providers and conduct regular on-site visits to offer guidance and support
- Support providers in using Child Care Management Software (CCMS) to streamline and enhance their business operations. Provide tools and resources aligned with each provider's individual goals, and assign actionable steps between coaching sessions to ensure steady progress toward those goals
- Guide providers in establishing strong financial systems, ensuring timely and accurate reporting on revenue, expenses, and Child and Adult Care Food Program (CACFP) data collection, and claiming
- Provide technical assistance related to menus and feeding children. Topics could include picky eating strategies, reading nutrition facts labels, and understanding how to identify whole-grain foods
- Analyze CCMS data to assess enrollment trends, revenue patterns, outstanding payments, subsidy tracking, and compliance
- Ensure providers effectively invoice families, collect tuition payments, and bill subsidies through CCMS
- Promote member use of specialized services offered to ESFCCC members via the Early Care and Learning Council (ECLC), such as telemedicine, health insurance options, retirement planning, and discounted purchasing
- Gather initial baseline data and monitor ongoing information related to provider business operations, financial outcomes, and usage of the Child Care Management System (CCMS)
- Ensure accurate and current documentation in CCMS dashboards and other data systems, capturing all coaching sessions, action plans, and provider progress milestones
- Participate in group meetings with ECLC at least once per quarter and request technical assistance as needed
- Additional tasks as required by the supervisor

## Qualifications

- **FLUENCY IN SPANISH IS REQUIRED**
- **Bachelor's degree preferred** (Associate degree with relevant experience will be considered)
- Strongly prefer candidates with a background in customer service
- Familiarity with the Child and Adult Care Food Program (CACFP) is highly desirable
- Strong verbal and written communication skills

- Flexible, strong interpersonal skills, and able to work independently
- Excellent communication and organizational skills
- Willingness to work a flexible schedule, including some evenings and weekends, as necessary
- Reliable means of travel to visit child care programs across Nassau County, as required
- Comfortable using Microsoft Office and capable of learning child care management software
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Apply here: <https://wizehire.com/cmp/child-care-council-of-nassau-inc>

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