



Student Employment Office Only

\$14.00 per hour

Department Only

Department: Early Learning Coalition of Flagler & Volusia

Campus: Daytona Beach Site

Funding: Federal Work Study (FWS)

Hours Per Week: 20 hours per week

Hourly Wage: \$14/hour

Days Needed: Monday through Friday (Flexible)

Times Needed: Morning and Early Afternoon

Contact: Jancy Long

Contact Info: jlong@elcfv.org

Job Title: **ELCFV Compliance Student Work Intern**

Purpose of Job: To support the Compliance Team within the Provider Supports department by assisting with the annual School Readiness (SR) and Voluntary Prekindergarten (VPK) contracting and monitoring processes. This position helps ensure child care providers remain compliant with contractual requirements, supports accurate documentation review, and contributes to timely provider payments while gaining hands-on experience in early learning program compliance.

Duties/Responsibilities:

- Support the Compliance Team in completing annual SR and VPK contracts with child care providers
- Communicate with child care providers to support submission of annual profile updates
- Review and verify required documentation, including but not limited to:
 - Department of Children and Families (DCF) licenses
 - Liability insurance
 - Proof of ownership
 - Tax and other required documents
- Ensure submitted documents are accurate and consistent with other records
- Follow up on missing, incomplete, or inaccurate information
- Contact child care providers via phone and email regarding documentation and compliance needs
- Communicate with assigned Compliance Specialists when discrepancies are identified
- Document all communication and actions in WebAuthor (ELCFV data management system)
- Assist with reviewing monthly attendance records to support accurate and timely provider payments
- May participate in on-site monitoring visits to child care providers as part of the compliance process

- Learn about ELCFV, its programs, and early childhood education compliance requirements
- Enjoy a culture of high performance and continuous improvement
- Perform other duties relevant to the role as assigned by the supervisor
- See also [All Staff Support Tasks](#)

Job Qualifications:

- Competent skills in Microsoft Office
- Strong verbal and written communication skills
- Strong organizational and attention-to-detail skills
- Demonstrated customer service skills
- Ability to work collaboratively in a team environment
- Ability to prioritize tasks and manage multiple deadlines

Requirements:

- Resume