

JESSICA R. YOUNGBLOOD

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PROFESSIONAL SUMMARY

Dedicated and accomplished childcare coordinator with over 20 years of childcare, educational training, and federal experience in childcare program management, workforce development, training and curriculum design, human resources, and special needs coordination. Proven track record of leading large-scale childcare operations, developing and delivering comprehensive training programs, managing HR functions in compliance with federal regulations, and serving exceptional family members. Skilled at navigating complex regulatory environments, building collaborative teams, and driving organizational excellence in support of military families.

PROFESSIONAL EXPERIENCE

Community Childcare Coordinator

Grade: GS-11

U.S. Air Force, Child & Youth Programs (CYP)

- Coordinated community childcare resources and fee assistance programs for military families.
- Served as liaison between installation CYP programs and community-based childcare providers.
- Monitored compliance of community childcare providers with DoD and Army standards.
- Maintained and updated provider databases and resource and referral systems.
- Provided guidance to families on available childcare options, subsidy programs, and eligibility.
- Developed outreach materials and conducted community briefings on CYP resources.
- Collaborated with installation leadership to assess childcare needs and gaps in services.

Training & Curriculum Specialist

Grade: GS-9

U.S. Air Force, Child & Youth Programs (CYP)

- Designed, developed, and implemented training curricula for CYP direct care staff and supervisors.
- Mentored and coached direct care staff in developmentally appropriate practices and program standards.
- Facilitated in-person and virtual training sessions on child development, safety, and program quality.
- Conducted training needs assessments and gap analyses to inform curriculum updates.
- Maintained training records and ensured compliance with Dept of Air Force, and accreditation standards.
- Collaborated with subject matter experts to develop evidence-based training materials.
- Evaluated training effectiveness through observation, testing, and feedback mechanisms.
- Supported onboarding and orientation programs for new childcare employees.

HR Specialist – Personnel Security Management (PSM)

Grade: GS-7

U.S. Air Force, Department of the Air Force

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- Processed and managed personnel security clearance investigations and adjudications.
 - Advised supervisors and employees on personnel security requirements, processes, and policies.
 - Maintained and safeguarded sensitive personnel security records in compliance with federal regulations.
 - Briefed newly hired employees on security responsibilities and federal employment requirements.
 - Tracked investigation status and communicated updates to program managers and supervisors.

EFMP Coordinator (Exceptional Family Member Program)

Grade: GS-7

U.S. Army, Defense Health Agency

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- Managed enrollment and case coordination for the Exceptional Family Member Program (EFMP) on installation.
 - Conducted needs assessments for military families with special needs members and connected them with appropriate services.
 - Coordinated with medical, educational, and community agencies to support EFMP-enrolled families.
 - Briefed command leadership on program status, trends, and resource gaps.
 - Collaborated with schools, medical treatment facilities, and installation agencies to develop individual support plans.
 - Provided crisis intervention and resource referral for families experiencing acute needs.

CYS Facility Director

Grade: NAF-04

U.S. Army, Child Youth & School Services (CYS)

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- Directed three operations of a large Child Development Center (CDC) serving 150+ children ages 6 weeks to 5 years.
 - Supervised a staff of 100+ direct care workers, lead caregivers, and administrative personnel.
 - Ensured compliance with DoD, Army, and National Association for the Education of Young Children (NAEYC) accreditation standards.
 - Managed facility budget, fee collection, and financial reporting in accordance with NAF financial policies.
 - Oversaw recruitment, hiring, onboarding, training, and performance management of all facility staff.
 - Conducted program quality assessments using the Environment Rating Scales (ERS) and implemented corrective action plans.
 - Maintained licensing compliance with state childcare licensing agencies and DoD standards.
 - Led facility through successful NAEYC accreditation cycles and DoD inspection processes.

CYP Supervisor - Child and Youth Programs

Grade: CY-04

U.S. Air Force, Child & Youth Programs (CYP)

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- Supervised daily operations of a child development center room or program area overseeing meals, staff, and conducted daily safety check

- Communicated regularly with parents regarding children's developmental progress and program activities.
- Maintained accurate records of children's health, development, and attendance.
- Assisted facility director with staff scheduling, training coordination, and program quality reviews.
- Modeled best practices in early childhood education and family engagement.

ADDITIONAL EDUCATIONAL EXPERIENCE

- Direct care and instructional experience in early childhood education settings spanning multiple age groups.
- Delivered developmentally appropriate learning experiences for children ages 6 weeks through school age.
- Served in classroom instructor and mentor roles supporting child development curriculum implementation.
- Supported parents and families with resources and developmental guidance across diverse military communities.

EDUCATION

Capella University | Minneapolis, MN
Master's Degree in Early Childhood Education | 2014

Oklahoma Christian University | Edmond, OK
Bachelor's Degree in Interdisciplinary Studies | 2008

Blue Mountain University | Blue Mountain, MS
Bachelor's in Social Science (2005-2006)

Additional Information

BLS CPR Instructor	Early childhood curriculum design and implementation- Early Learning Matters
Virtual Lab School Training and Curriculum Specialist	Personnel security and HR management
EFMP Coordinator	Budget management (NAF and appropriated funds)
NAEYC accreditation committee board	Serv-Safe Instructor
Staff supervision and performance management	Family engagement and community outreach

PROFESSIONAL AFFILIATIONS & NOTES

- Federally Employed Women – Red River Stars Chapter
- TXAEYC- Board member