



## **Parent Group Facilitator**

**Position Summary:** The Parent Group Facilitator (PGF) position is part time (0 to 30 hours per week), grant funded position that may be renewed annually or terminated at any time. The PGF facilitates groups of approximately ten young parents at various community based sites on a weekly basis, and various school based group sites on a monthly basis throughout the year. The PGF uses curriculum and other resources to build a supportive group environment and to provide parenting education that includes information on child development, family health, life skills, parenting skills, budget management, and child guidance. The PGF also provides group participants with information about referrals to community resources. The PGF reports directly to the Parent & Community Engagement Manager.

### **I. PGF Job Duties and Responsibilities:**

- Works cooperatively as a team with parent leader in presenting topics and providing support to families.
- Will be paired with volunteers at the group site.
- Assures that each individual in the group environment is informed on the specific needs of each site location.
- Effectively and regularly communicates with program supervisor and with group participants.
- Maintains Outreach Call Logs and filing system.
- Attends all trainings as directed by supervisor and complies with all agency and partner requirements.
- Presents parent group meetings as outlined by weekly curriculum under the supervision of the program manager.
- Is able to meet the needs of each individual group and tailor the curriculum to be appropriate and meaningful to participants.
- Acts as the liaison between the participant and the agency.
- Provides support to participants and referrals for services.
- Responsible for picking up and delivering any needed copies, materials, meals and additional supplies to groups.
- Recruits and maintains group members.
- Conducts telephone interviews for referral contacts into group.
- Completes weekly group site meeting plans; reports and submits plans to program manager within 5 business days.
- Assures participants complete appropriate materials and requirements as related to funding and curriculum.
- Collects data and evaluation information from the participants as directed by program manager.
- Responsible for verifying all participant paperwork to ensure signatures, dates and other mandatory information is filled in.
- Submits all paperwork in a timely manner and in accordance with all deadlines as directed by program manager.
- Support the program through occasional prevention presentations at local high schools.

### **II. Physical Requirements**

- Ability to drive a car (does not include transportation of clients).
- Ability to climb stairs and ambulate in and out of Group site locations in all weather.
- Ability to lift and hold children and infants 3 years of age and under.

- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

### **III. Qualifications:**

- Must have already completed Bachelors level coursework and earned or be working towards a BA degree in Early Childhood Education, Human Services, Social Services, Social Work or a related field.
- Parenting experience or other positive experience with infants, young children, and adolescents.
- Previous experience in facilitating support groups or ability to be trained.
- Non-judgmental approach to volunteers and participants.
- Strong active listening skills.
- Strong verbal and written communication skills.
- Positive attitude.
- A well-organized and self-directed individual who is a team player.
- Clarifies what people are saying by paraphrasing, asking questions and redirecting.
- Ability to recognize when participants need services beyond the agency's capabilities and to facilitate proper referrals.
- Excellent organizational skills as related to paperwork and files.
- Ability to work with flexibility, adapt to change, and to handle multiple tasks.
- Excellent problem solving skills.
- Basic to intermediary experience with Microsoft Windows and the Microsoft Office suite of applications.
- Must have dependable transportation, valid driver's license, and proof of auto insurance.

To apply, email cover letter and résumé to [missyc@teenparentconnection.org](mailto:missyc@teenparentconnection.org)