

JOB DESCRIPTION

Position: Community Parent Educator – GLO Mobile Program

Status: 40 Hour, Non-exempt

Reports to: Family Outreach Director

Role: To use the GLO mobile as a vehicle for outreach to children under the age of six not enrolled in formal preschool programs and use the Parents as Teachers curriculum to work with caregivers to enhance and support their child's learning by creating fun and interactive, developmentally appropriate, experiences to prepare their children for kindergarten. This position will also connect parents to other parents, resources, and support.

QUALIFICATIONS

- At least 2 years' experience in child development, early childhood education, or another directly related field, with a Bachelor's degree preferred
- Experience working with diverse families with young children under the age of 6
- Familiarity with community services and supports is highly valued
- Fluency in spoken & written Spanish strongly preferred
- Valid driver's license and ability to drive a class C recreational vehicle – training provided
- Creative and able to work as part of a team

PRINCIPAL RESPONSIBILITIES

Programmatic Duties:

- Work with Family Outreach Director to plan Parents as Teachers lessons and activities for neighborhood visits according to enrolled families' and children's needs.
- Assess family and child needs, and provide developmentally appropriate information, guidance, and support to parents.
- Serve as a referral source to link families with community agencies/programs that address family needs and goals.
- Support outreach efforts as needed at community events.

Administrative Duties:

- Prepare, submit, monitor, and track internal and external reports/documents in accordance with program needs.
- Document services and referrals provided and ensure that all paperwork required for families/caregivers is complete.

Mobile Unit:

- Drive the GLO Mobile to service locations and return the unit to the designated location at the end of the day.
- Prepare the GLO Mobile for each session by opening the slide, setting materials out, and completing safety checks prior to families' arrival.
- Prepare the GLO Mobile for departure after each session by cleaning and disinfecting all materials, putting loose materials away, bringing the slide in, and doing a final check prior to departure.
- Prepare the GLO Mobile for the following day by refilling the fresh water tank, filling the unit with fuel, swapping out materials, etc. as needed.

JOB COMPETENCIES

- **Think Strategically:** Ability to determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
- **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information, and activities.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure your own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
- **Value Equity:** Support equitable treatment and equal opportunity for all employees and clients.
- **Value Diversity:** Support an environment of learning about, valuing, encouraging, and supporting differences.

Children & Family Resource Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Children & Family Resource Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I have read and understood the above description of the functions assigned to my position. The Children & Family Resource Center shall, at its discretion, modify or adjust the position to meet the Center's changing needs.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____