

Keweenaw Family Resource Center Position Description

Title: Parent Engagement and Program Support

Employment Status: 0.5 FTE (20 hours per week)

Reports to: Keweenaw Family Resource Center Director

Effective Date: October 1, 2020

Program Support Staff will:

- Offer a warm, welcoming, safe & inclusive environment for parents/caregivers & children and early childhood professionals
- Be a trusted source of information on programs, community resources, positive parenting practices, child development, safety and health
- Connect with families through in-person contact, social media and regular email communications including a weekly parenting e-newsletter
- Promote programming and events to families through flyers, press releases, website, social media, community calendars, etc.
- Engage and build relationships with parents and children at The Tree House Indoor Playground, and other KFRC/GSC programs and events
- Provide general office and program support that supports KFRC/GSC mission and vision
- Track attendance, program data and other information for grants and other funding sources
- Help generate data and reports for funders, GSC collaborative and KFRC board
- Organize parent outreach events including assisting with Baraga County Spring Fling
- Represent GSC/KFRC at outreach/community events which engage families
- Keep informational materials at the Tree House and in the outreach kits up to date
- Assist with planning, leading for playgroups, special events and other activities
- Attend meetings, trainings and conferences and other activities as required

Skills needed

- Ability to interact with parents and children from diverse backgrounds while creating a welcoming and supportive environment
- High proficiency with Microsoft Office products including Word, Publisher and Excel
- Knowledge and ability to utilize computers and related technology efficiently
- Strong organizational, interpersonal and written and verbal communication skills
- Knowledge and understanding of child development, health and safety
- Ability to maintain complete and accurate records and reports as required

Preferred Qualifications:

- Experience collaboratively working (paid or unpaid) with diverse groups of parents, community members and organizations
- Familiar with Baraga County families, programs and services (or willing to learn)
- Experience leading and facilitating groups toward shared goals
- Understanding of early childhood issues and willingness to be an advocate
- Ability to be self-motivated, work independently and delegate

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Qualifications

- High School Diploma or equivalent, 2 years of early childhood experience preferred
- Must have a current Michigan driver's license without restrictions and without a conviction related to drinking for the past 5 years
- Must pass a criminal background check fingerprinting and Central Registry Clearance
- Must have a negative TB test and be retested annually
- Available for some evening and weekend responsibilities
- Able to travel occasionally for trainings and conferences preferred
- Must have current First Aid and CPR certification (or willingness to obtain within 90 days of hire)