



## **JOB DESCRIPTION: PARENT CIRCLE GROUP COORDINATOR**

### **REQUIRED QUALIFICATIONS:**

Associates Degree in any of the human services fields or 2 years of equivalent work experience. Satisfactory completion of our in-house training program (90-day probation period). Training and Group Facilitation experience preferred. Excellent verbal and written communication skills. Knowledge of parenting, co-parenting, family issues, and the dynamics involved is necessary. Must be self-motivated.

### **LEVEL OF SUPERVISION:**

Directly supervised by the Executive Director. Works closely with Training Coordinator to select and present education material to Parent Circle Groups or Facilitators.

### **RESPONSIBILITIES:**

#### 1) Scheduled Time

- Hours will be up to 10 hours/week. Anything over 12 hours should be approved in advance by the Executive Director.
- Hours will include all meetings, training and group sessions, preparation, and anything else pertaining to this position as authorized by the Executive Director.
- Other Center-related activities as requested by the Executive Director.

#### 2) Workload

- Startup and advertisement of Parent Circle groups in all applicable counties.
- Selection, mentoring, and supervision of all facilitators, co-facilitators, and groups
- Arrange training for new facilitators and co-facilitators
- Compile and report monthly data and report changes as needed to Circle of Parents
  - i. Review goals for success
  - ii. Fill out appropriate forms yearly; ensure everyone has completed a background check as needed
  - iii. Review Measures of Quality Group Self-Assessment Form
- Facilitate no more than three Parent Circle Groups at one time
- Work with Training Coordinator to help select and review education materials for groups
  - i. Post applicable material to website or send to Digital Media Manager

- Act as point of contact for Circle of Parents organization

**OTHER DUTIES:**

General:

- Keep track of time and expenses daily; must be compiled by Sunday at noon of payroll week
- Maintain time-study (when applicable)

Meetings:

- Weekly Staff Meeting (1 hour)
- Parent Circle Advisory Committee Meeting
- Other meetings as assigned

Events:

- Participation in fundraising and community events as requested.

Screening:

- All staff and volunteers are required to complete our screening process which includes a criminal background check and two reference checks.

I understand and agree to abide by the regulations of this program which specifies that for the protection of all, every person is prohibited from disclosing the contents of any communications, records, and files, except for purposes directly connected with the administration of this agency. I agree to keep all information (Identities, address, dates, case histories, etc.) completely confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_