



AMERICORPS PARENT RESOURCE COORDINATOR

The Child Abuse Prevention Center, First 5 Service Corps, and First 5 Del Norte do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at (916) 244-1904.

AmeriCorps is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov

Service Position Title: AmeriCorps Parent Resource Coordinator

Service Position Summary:

AmeriCorps Parent Resource Coordinator is an AmeriCorps member position which shall serve as the family's primary contact within the First 5 Service Corps program. The Parent Resource Coordinator will provide information and assistance to families at community events, preschool settings, and partner sites throughout Del Norte County. Primary setting will be on the Wonder Bus, a mobile Family Resource Center/early literacy program. The Parent Resource Coordinator will provide education and outreach strategies to promote optimal childhood development and encourage community resource access. Parent Resource Coordinator will work with families to promote positive parent-child interaction and connect parents with the Ready4K and the Dolly Parton Imagination Library. All duties will be performed within a strength-based, culturally responsive and trauma informed manner.

Essential Functions:

1. Parent Outreach and Support (50%)

- Assist in the delivery of information about resources and programs, with emphasis on enrollment in Ready4K and the Dolly Parton Imagination Library, to parents of children 0-5 years old.

- Assist in planning activities, and special events targeting children and families.
- Model nurturing attitudes and behaviors in all contacts with program participants and teammates.
- Link parents to community resources based on family need.
- Advocate for and act as a liaison for families with existing community services and agencies, which may include routine translation and interpretation.
- Work with families to empower them to engage in problem solving.
- Model good parenting behavior, provide support, education/information/referrals, and links parents to age appropriate parenting and positive discipline techniques.

2. School Readiness (15%)

- Assist in planning and implementation of school readiness activities at community events and preschool settings
- Prepare school readiness materials for distribution to parents
- Directly interact with children and deliver skill building activities that focus on Literacy, Math, and/or Social Emotional Development

3. Supervision and Training (15%)

- Attend weekly individual supervision meetings with Supervisor
- Attend monthly team meetings/team building activities
- Attend required trainings provided by Prevent Child Abuse California, County Lead Agency and Host Sites specified trainings
- Attend additional trainings as assigned

4. Volunteer Recruitment (5%)

- Recruit, train and support community volunteers to support school readiness activities

5. Documentation (10%)

- Submit accurate and timely daily attendance reports, progress notes, and data collection.

Marginal Functions:

1. Other Duties Related to Service Activity (5%), including but not limited to:

- Maintain a safe, clean, resourceful, and enriching environment for families and staff.
- Support Parent Resource Coordinators by assisting with follow-up calls and letters to families as needed.
- Interpret for families as requested and as applicable.
- Participate in AmeriCorps National Service Days.
- Perform other duties as assigned that are associated with the AmeriCorps Performance Measures.

Time Requirements

- 900 hour member 20-40 per week, dependent on term of contract

Principal Working Relationships:

- Host Site Supervisor
- AmeriCorps Program Coordinator
- Agency Site Staff
- County Agency Staff
- CAP Center Staff
- Families
- Various Community Services Agencies

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Must have basic computer skills.
- Serve families with diverse economic, social, racial, and cultural backgrounds.
- Establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Skill to maintain a professional, confidential work environment.
- Must have the ability to be a self-starter and work independently.
- Work evenings and weekends, as required.
- Communicate professionally & effectively.
- Experience in social services in community settings with families preferred.
- Able to deal with stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Must be able to lift & carry a minimum of 15 lbs.
- Frequently bend, twist, squat, kneel, reach, push, and pull.

Willingness to Learn How to:

- Extend acceptance to all, despite previous experiences, personal judgements and bias
- Work with diverse workgroups and teams.
- Have knowledgeable about local community resources.
- Have strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Demonstrate good writing and organizational skill.
- Self-initiate multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse, family dynamics, and domestic violence.
- Knowledge of child development and behavior.
- Communicate clearly both orally and in writing.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Able to travel between sites and to offsite events.
- Served a minimum of 1 year within the Early Literacy and Math Program

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive.