

JOB DESCRIPTION
CO-FACILITATOR for NURTURING PARENTING PROGRAM

TITLE: Co-Facilitator for Nurturing Parenting Program	FLSA STATUS: Nonexempt	
DEPARTMENT: DHS/FYI	Reports to: Family Education Coordinator	
Hours: 4-6 hours per week		

QUALIFICATIONS:

This position requires a compassionate, personable, motivated, and organized individual capable of assisting in a variety of project classroom activities. Desirable skills include the ability to assist parents and families with challenges they are addressing, co-teach classes to these parents and/or children and teens utilizing the Nurturing Parenting curriculum, www.nurturingparenting.com, to create a friendly and safe environment and to communicate effectively, verbally and written. Training provided as needed.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required

POSITION RESPONSIBILITIES:

- Maintain the philosophy, integrity and confidentiality of the Nurturing Parenting Program (NPP).
- Co-facilitate Nurturing Parenting Classes in Chaffee County. This will include assisting with the implementation of lesson plans and agendas based on established curriculum, direct teaching, program set-up, prep and clean-up.
- Provide a safe and supportive environment for children, may include direct supervision of children.
- Support other NPP activities as directed by the Program Coordinator
- Attend all necessary trainings this program requires.
- Refer all relevant family issues to supervising NPP Facilitator.

EDUCATION & EXPERIENCE:

Minimum Education: Minimum of 2 years of experience providing teaching, trainings, childcare and/or group facilitation. Knowledge of Child/Family Development and Psychology. Ability to work independently, lead and manage projects and be an effective team member. Flexible schedule necessary for parenting classes, and other evening/weekend activities. Knowledge of family programs, preferably NPP, is preferred.

REPORTING RELATIONSHIPS:

This Position Reports to: Nurturing Parenting Program Coordinator and the Manager of Family and Youth Initiatives.

This Position has Management responsibility for: NPP teen volunteers who support the classes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate verbally and in writing in a clear and concise manner
- Ability to interact with the public in a professional and positive manner
- Knowledge of community resources for NPP families

SCOPE OF INTERPERSONAL CONTACTS:

Relationships are with families with complex needs. At times the position may require reaching out to community resources such as probation, Sol Vista Mental Health, and faith-based organizations.

MATERIAL AND EQUIPMENT USED:

Computer, printer, fax, copy machine, telephone, and other office equipment, kitchen equipment including ovens, stoves, sinks, dish washers.

WORK ENVIRONMENT:

Work includes a standard office environment, classroom setting and family's homes.

Employee may be exposed to:

- Conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or the skin.
- Varying weather conditions
- Possible bodily injury from classroom activities, transportation accidents, moving mechanical parts of equipment, tools, or machinery.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

Mobility:

- Stands 50% of the time, walks 10% of the time, and sits 40% of the time.
- Ascends or descends ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms.
- Maintains body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

- Bends body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Bends legs at knees to come to rest on knee or knees.
- Bends body downward and forward by bending legs and spine.
- Reaches, extending hand(s) in any direction.

Lifting:

Exerts 20 to 25 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than a negligible amount up to 10 pounds of force constantly to move objects.

Dexterity:

- Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands.
- Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm.

Vision:

The vision requirements for this position are as follows:

- Close vision (clear at 20 inches or less).
- Distance vision (clear at 20 feet or more).
- Color vision (ability to identify and distinguish colors).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed at a given point).

Communications: Individual must be able to clearly understand the English language and be understood while speaking the English language. Bi-lingual capability in Spanish a plus.

Signed:_____ Date:_____