**Parenting Programs Coordinator**

1406 Fitch Street

San Antonio, Texas

**Essential Duties:**

* Plans, teaches, organizes, coordinates, directs and evaluates various parenting programs and activities
* Establishes and maintains weekly parental support groups and/or classes using approved curriculum and ensuring program fidelity
* Conducts personal/home parenting education visits using approved curriculum and ensuring program fidelity
* Develops, promotes, and maintains community development, public relations and service activities
* Recruits, trains, supports and supervises volunteers and program participants
* Maintains records, budget and tracking reports to evaluate the performance and progress of the program
* Coordinates and plans family outings and/or Play and Learn events
* Maintains relationships between parenting programs and community health care facilities, social service providers, schools, stakeholders and other agencies
* Coordinates programs and meeting to include facilities, food, information, speakers and overseeing budget expenses for multiple groups/classes
* Performs other duties as assigned

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor’s degree in Sociology, Social Work, Counseling, Education, Special Education or related field from an accredited college or university.  Minimum of 2 years working with program implementation, especially parenting education or early childhood/elementary education, preferred.  Demonstration of conducting home personal visits and supervising volunteers preferred.

**Certificates, Licenses, Registrations:**

Must be able to obtain and maintain approved parenting curriculum certification upon hire.

**Language Skills:**

Must be able to read, analyze, and interpret parenting and program curriculum, general business periodicals, professional journals, technical procedures or government regulations. Write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, clients, customers as well as the general public.  Fluent in English required.  Bilingual in Spanish preferred.

Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write routine reports and correspondence. Must be able to speak effectively before groups of customers or employees of organization (diverse audiences). Must be fluent in English; Spanish bilingual preferred.

**Mathematical Skills:**

Must be able to calculate figures and amounts such as proportions, percentages, algebra, and statistics. Apply concepts such as fractions percentages, ratios and proportions to practical situations.

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should be able to compute rate, ratio, and percent and to draw and interpret bar graphs.

Must be able to apply general mathematical concepts as they relate to such tasks as, process optimization, determination of test reliability and validity, statistical analysis, correlation techniques, and cost analysis.

**Reasoning Ability:**

Must be able to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions written, oral, diagrams or schedule form.

Must be able to interpret an extensive variety of technical instructions in mathematical, or in diagram form and deal with several abstract and concrete variables.

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Must be able to demonstrate working knowledge of the Internet, Outlook, PowerPoint, Word and Excel applications.

**Other:**

Must be able to drive and have access to a vehicle; maintain valid driver’s license and auto liability insurance.

**Work Environment and Physical Demands:**

May be required to conduct home visits

Subject to additional background checks

Work activities may be performed at secure correctional facilities

Night and/or weekends required for programming

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is exposed to an office environment having direct contact with clients. The position frequently requires sitting, standing, and walking. Position may necessitate bending, stooping, reaching, kneeling and crouching. Must be able to lift and maneuver at least 25 pounds.