

Job information

COORDINATOR, PARENTING PROGRAM

ANTICIPATED START DATE: TO BE DETERMINED

OVERALL PURPOSE / MAIN FUNCTION

The Coordinator is responsible for the overall organization, planning, delivery, and implementation the parenting programs. The Coordinator develops plans, occasionally delivers, and coordinates presentations, workshops, groups, and community development initiatives to support families in all of their forms. Activities include program planning, scheduling, liaising with parent educators, promotion of services and program development. The Coordinator serves as a resource to FSO staff and to other service providers in the community.

MAJOR RESPONSIBILITIES

Program Planning and Management:

- Develops the annual schedule and plan for the Parenting Programs; books rooms/venues for all groups
- Assesses community needs to ensure the best fit with services/programs provided
- Consults with community family educators to ensure coordinated service development and delivery
- Liaises with a range of community members and services and parent educators to plan the Parenting Programs
- Remains current with parenting methods and theories
- Works with the Family Programs Manager to develop new programs and services and to ensure that the program is meeting the needs of parents and families
- Responds to inquiries about the parenting program and services
- Provides telephone and/or in-person meetings with participants, as needed, prior to or as follow up to groups
- Plans, implements and evaluates parenting workshops, seminars and community development initiatives
- Co-facilitates and delivers groups and workshops as required
- Develops and maintains resource material for groups and parenting facilitators
- Responds to inquiries regarding general parenting information and resources
- Coordinates the development and delivery of external parenting workshops/seminars

TITLE:

Coordinator, Parenting Programs
1 Permanent Full-time Position

REPORTS TO:

Manager, Family Programs

TEAM:

Family Programs

LOCATION:

312 Parkdale Avenue, or community and school-based settings

HOURS OF WORK:

35 hours/week (evening and weekend may be required)

UNION/NON-UNION:

Union; salary level 5

CLOSING DATE:

Friday, July 23, 2021 at 5:00 PM

APPLY TO:

[Permanent Full-time Coordinator, Parenting Programs](#)

Communications:

- Maintains community, outreach, public relations and program specific partnerships
- Liaises and partners with other agencies in planning, developing and implementing parenting programs
- Promotes and advertises FSO parenting groups to the community and to service providers
- Under the guidance of the Family Programs Manager, represents agency on community committees related to the Parenting Programs

Staff Coordination:

- Assists the Program Manager in the selection of parent educators
- Schedules contract staff for program delivery
- Ensures Program Manager has required information to initiate parent educator contracts
- Coordinates parent educators schedules; responds to requests; provides link between parent educators and the organization
- Works with administrative staff regarding the Parenting Program including, but not limited to, intake and reception
- Selects and supports program volunteers

Program Records and Evaluation:

- Maintains program content and resources for each Parenting Program
- Maintains accurate program records and statistical data as required by the agency
- Enters program statistical information into FSO's data base
- Compiles and analyses statistical data for reports, including those required by program funders
- Ensures parent educators utilize agency evaluation tools; collects all program evaluations and ensures they are entered into the agency data base
- Writes program reports as requested by the Program Manager
- Maintains participant stories and feedback for agency use
- Makes recommendations for program development and change to the Program Manager

Administration and Support:

- Attends community programs team meetings
- Attends agency all staff meetings
- Attends agency professional development sessions as required
- Participates in organization committees as required
- Responds to and manages intake inquiries and registration requests

Other Duties:

- Performs other duties as assigned by the Program Manager

Note: This job description is not intended to be all-inclusive. Other duties may be required to meet the ongoing needs of the organization.

REQUIRED QUALIFICATIONS AND EXPERIENCE

I. Education & Knowledge

- Bachelors level degree in social work, education or a related field or equivalent combination of education and work experience

II. Experience

- A minimum of four (4) years related experience in the fields of parent education and workshop design and delivery
- Experience working with groups, parents and families
- Experience working with diverse populations based on (but not limited to) culture, race, socio-economic status, gender identity, gender expression, gender and sexual orientation

III. Knowledge

- Strong knowledge of psycho-educational approaches to parent education and family dynamics
- Thorough knowledge of community resources related to parent and family support
- Some understanding and knowledge of child custody and access
- Some knowledge of the ages and stages of child development
- Some knowledge of domestic violence and family separation and conflict
- Knowledge of diverse families including based on culture, ethnicity, gender identity, gender expression, race, ability and sexual orientation

IV. Skills

- Experience in the development of educational and workshop materials
- Technical and computer skills including MS Word, PowerPoint and client data bases
- Excellent communication skills (written and verbal)
- Experience in developing communications materials including program content, web content and promotional materials
- Ability to set goals and prioritize amongst multiple tasks
- Skilled at working independently and taking initiative
- Strong group facilitation and presentation skills
- Skilled at building rapport with diverse groups
- Strong interpersonal skills
- Skilled at maintaining accurate records

V. Abilities

- Ability to work as a collaborative team member
- Ability to assess, intervene and defuse potential conflicts
- Ability to take initiative and exercise good judgement
- Ability to work independently within program guidelines and best practices
- Ability to work with diversity

VI. Languages

- Excellent oral, written and verbal communication in English
- Bilingualism in French is considered an asset

VII. Physical Demands

- ♦ Program planning and organization are performed in an office setting. Group programming is provided on-site or at other service provider locations in a group room setting. This position requires a minimal amount of physical activity, such as lifting and group room set up. The services are primarily provided sitting down, or standing for group/community programming within an average time of two-hour sessions.

VIII. Working Conditions

- Community programming requires occasional working at and travelling to other local sites
- Evening and weekend work is required
- Must pass a police records check for working with the vulnerable sector

POSTING PERIOD

Thursday, June 24, 2021 – Friday, July 23, 2021 at 5:00 PM

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact us.

While we thank all candidates for their interest, only those selected for an interview will be contacted