

Position: Parent Café Coordinator

Status: Full-Time

Job Description: Oversee and supervise the Parent Café program which is specifically designed to support parents and caregivers in the community as well as parents and caregivers involved with the Child Welfare System to safely care for their children and have peer to peer support with one another.

Supervises: A team of Parent Café Facilitators & CSU Interns

Supervised by: Early Childhood Director

Qualifications:

- Bachelor's Degree from accredited college or university. Experience and/or formal accreditation programs can be substituted for formal education.
- Must have proven organization, time management and team partnership skills.
- Knowledge of community resources is helpful Ability to engage with parents using a strength based and future oriented approach.
- Ability to respond to safety and emergency situations.
- Must be able to drive and have a clean driving record.
- Must pass an FBI fingerprint screening.
- First Aid and CPR certification required.
- Skilled in using word processing, database and presentation software.
- Bi-lingual, bi-cultural preferred

Responsibilities:

- Facilitate small group discussions within a larger group context utilizing the identified Protective Factor curriculum.
- Train, support and supervise facilitators to deliver the Parent Café model and framework.
- Collaborate with agencies within Larimer County to support cafés.
- Engage Parents and create a welcoming environment where each parent is comfortable and safe to respond to the questions honestly with the expectation that they will be supported.
- Identify and support parents and caregivers who have completed at least one year semester sessions and are interested in helping support cafes in various capacities including leading their own café.
- Encourage parents and caregivers to join the conversation relative to the specific question/issue at the table and record responses.
- Train parents and caregivers as table hosts.
- Encourage parents and caregivers to meet outside of cafes to build peer to peer support.
- Encourage parents and caregivers to participate in the activities offered at the Community Life Centers, including the Thanksgiving Dinner, education and recreation classes and facilitate sign ups as needed.
- Arrange for meals to be provided at each café when appropriate.
- Coordinate Parent Café' schedule of classes each semester.

- **Coordinate child activities for cafes with staff.**
- **Track data for each semester for grant purposes and general outcomes.**
- **Communicate with parents and caregivers outside of cafes to build relationships.**
- **Work closely with the Larimer County Department of Corrections in hosting cafes for individuals on probation and parole that are required to attend cafes for their sentence requirements.**
- **Supervise CSU interns during semester internships.**
- **Deliver Be Strong Families Surveys at the beginning and end of each semester to Be Strong Families.**

Special Requirements:

Candidates must possess the leadership qualities and personal characteristics necessary for working effectively with at risk-parents and caregivers who may or may not be involved with the justice system, and families at risk of child welfare involvement. Must be able to provide its own transportation to agency-related functions, community agencies, and Human Services offices throughout the county. Frequent operation of office equipment is required. Candidates must possess good moral character.