

**Children & Youth Partnership for Dare County
Parent Educator**

Position Summary:

The Parent Educator is responsible for implementing the Kaleidoscope Play & Learn (Explore to Learn) Program and the Triple P Positive Parenting Program. This role plans and facilitates engaging Play & Learn play groups for Family, Friend, and Neighbor caregivers and parents, supporting children's early learning, healthy development, and school readiness. Through the Triple P Positive Parenting Program and other family engagement activities, the Parent Educator provides families with education, resources, and support to strengthen positive parenting practices, primarily serving families with children from birth to age five.

Fair Labor Standard Act: Non-Exempt

Job Responsibilities:

The Parent Educator will be responsible for the following:

Kaleidoscope Play & Learn (Explore to Learn CYP) Responsibilities:

- Facilitate weekly Kaleidoscope Play & Learn (KP&L) groups in accordance with the KP&L guidelines and curriculum.
- Promote the Kaleidoscope Play & Learn program to families/caregivers of young children and community partners to increase participation and engagement.
- Develop and maintain collaborative relationships with community partners to support referrals, program outreach, use of space, etc.
- Develop marketing materials and outreach strategies to support recruitment efforts.
- Plan and guide intentional caregiver learning experiences for each session of KP&L, including:
 - Model positive caregiver-child interactions and age-appropriate play activities.
 - Demonstrate strategies that encourage children's social interactions, sharing, and communication skills.
 - Prepare and present caregiver education materials and information on relevant parenting and child development topics.
 - Coach and support caregivers during play activities and group interactions.
 - Respond to-and following up to-caregiver questions and requests for assistance and information
- Plan developmentally appropriate, child-directed play centers as well as planned group activities which support child development and growth in all domains.
- Prepare program materials, gather supplies, and maintain organized and clean play space prior to and after each group session.

- Create a safe, trusting, collaborative learning community within the KP&L group by:
 - Welcoming and orienting new participants to the group
 - Creating intentional opportunities for caregivers to build supportive relationships among themselves
 - Providing opportunities for caregivers to develop leadership within the group (e.g., reading books at story time, leading a group activity, helping to recruit new participants, etc.)
- Participate in the KP&L Affiliate activities, evaluations and required data collection.
- Attend additional trainings and workshops for professional development
- Complete administrative and record-keeping tasks related to KP&L and other job responsibilities, including:
 - Tracking the attendance of participants
 - Providing information (e.g., attendance reports, web lists updates, etc.) to the Kaleidoscope Play & Learn team as requested
 - Ordering supplies and materials

Triple P Positive Parenting Program Responsibilities:

- Coordinate and oversee the day-to-day activities of the Triple P program.
- Recruitment of participants, marketing the program, and facilitating the evidence-based Triple P curriculum.
- Facilitate the evidence-based Triple P program through group sessions, discussions, seminars, and individual delivery with fidelity.
- Teach parents and caregivers practical strategies to help them build strong, healthy relationships, confidently manage their children’s behavior and prevent problems from developing.
- Ensure timely and accurate data collection of participant data, program outcomes, and required reports.
- Submit required program documentation to NC Triple P Regional.
- Develop relationships with community organizations and participating families.

Community Outreach and Awareness Responsibilities:

- Promote the Kaleidoscope Play & Learn and Triple P Positive Parenting Program throughout the community to increase awareness and participation.
- Collaborate with other CYP staff and programs to promote Triple P and KP&L and connect families to additional support resources.
- Participate in community collaborations and initiatives focused on supporting young children and families.

Data Collection, Planning and Budgeting Responsibilities:

- Complete and submit required quarterly evaluation reports
- Maintain confidential records of each family participating in Triple P and KP&L programs.
- Maintain a fiscally-sound program budget

Job Requirements:

Education and Experience:

- Preferred Bachelor's or Associates degree in early childhood education, child development, social work, psychology, human services, or related field.
- Preferred experience working in the early childhood field is desirable and with parents and young children, or equivalent combination of experience and education.
- Preferred experience in facilitating program curriculum to adults in a group setting.

Certification and Endorsements (obtained following hire):

- Completion of Kaleidoscope Play & Learn 101 Training upon hire
- Completion of Triple P Positive Parenting Program Practitioner Accreditation upon hire

General:

- Knowledge of child development
- Knowledge of Dare County community and resources
- Able to work with diverse groups of people in relationships based on equality and respect
- Willingness to work flexible hours, including some evenings and weekends, in order to meet schedules of enrolled families.
- Initiative to work independently and as a team player and to plan and execute tasks
- Strong organizational skills and ability to manage multiple tasks concurrently
- Excellent written and oral communication skills; excellent public speaking skills
- Knowledgeable in Google Suite (Gmail, Google Drive, Google Calendar, etc) as well as Microsoft Office (Word, Excel, etc.)
- Proficiency in data collecting, planning, and budgeting
- Proficiency in grant writing and fundraising
- Available for travel in-county and out-of-county, as needed

Salary Range: \$38,000-\$48,000

Benefits

- Paid leave (Annual Leave, Sick Leave, Personal Leave)
- Paid Holidays (12)
- 401(k)