

- Support the continued growth of Padres en Accion program, including participation in training of new school sites.
- Other duties as assigned.

COMMUNITY RELATIONS

Participate in school site collaborations, wellness committee meetings and events that enhance and expand the scope of Kid Healthy – Padres en Acción, as time allows.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma is helpful but not required.
- Experience with elementary school organizations such as PTA, Harvest of Month, Champion Moms is helpful but not required.
- Public Speaking experience is helpful but not required.
- Ability to speak, read and write Spanish as well as English is helpful for future growth but not required to be a Parent Coordinator.

COMPUTER & EQUIPMENT SKILLS:

- General knowledge of computer operations Use of Microsoft Office, Internet, Zoom, and email programs are helpful but not required
- Texting and/or phone is required

PHYSICAL JOB REQUIREMENTS:

- Must be physically fit to maintain a moderate level of physical activity for 2 hours per day.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly, must be able to carry equipment out onto field daily.
- Exposed to typical school environment conditions and noise levels.
- May be exposed to common sickness acquired by children (cold, flu, chicken pox)
- Must be willing to take and pass a TB test.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to manage the playground and games with multiple children and parents
- Able to formulate appropriate responses to requests for services and information from internal or external sources.
- Uses good judgment in handling injuries and safe play.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis.
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically

To apply, please forward all resumes to pamela@mykidhealthy.org

Kid Healthy is proud to be an equal opportunity employer.