

JOB DESCRIPTION

Job Title: Kid Healthy Padres en Acción, Parent Coordinator

Reports to: KH Program Manager Dept: Kid Healthy
FLSA Classification: Non-exempt PT Entity: Fiscally-Sponsored Project
Supervises Others: Yes

SUMMARY:

The Volunteer Coordinator provides school site program implementation, working primarily with parent volunteers and school site staff. The VC serves as direct communicator to advance the mission and goals of Kid Healthy – Padres en Acción within the school and school community. Volunteer Coordinator is responsible for recruiting, training and development of parent volunteers. VC ensures meaningful volunteer experiences and successful implementation of structured active recess and parent education programs of Kid Healthy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and courteously with all contacts.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Organizes workload to meet project timelines and deadlines. Minimizes time spent on personal calls and matters.
- Meets attendance and punctuality requirements; reports time and attendance accurately.
- Uses skill and judgment to ensure program objectives are met.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.

POSITION FUNCTIONS:

- Follow program plan to recruit volunteers for playground activities during the designated recess time.
- Plan and execute effective physical activities during designated recess time.
- Participate in monitoring and evaluation process, using tools provided
- Communicate with volunteers, school staff, program manager on progress, planning, and results on an on a daily/weekly basis.
- Scheduling of volunteers for recess time, special events, parent trainings and as needed
- Insure parents are effectively trained on games, activities and their role on the playground, playground management, skills, and problem-solving.
- Marketing/promotion of program at school site including placement of banners, flyer distribution, speaking at parent meetings and hosting recruiting events at school site.
- Schedule and coordination of monthly parent education meetings, utilizing content provided
- Schedule and insure volunteer recognition when appropriate.
- Attendance and participation at monthly volunteer coordinator meetings with program manager.
- Active participation in training and education of volunteer coordinator position.
- Identification and recruitment of potential parent leaders at schools.

- 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.
- Ability to speak, read and write Spanish as well as English is helpful for future growth but not required to be a volunteer coordinator.

COMPUTER & EQUIPMENT SKILLS:

- general knowledge of computer operations Use of Microsoft Office, Internet 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

ACKNOWLEDGMENT:

I, (print name) _____ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I certify that I am able to perform the job duties as described with or without an accommodation.

