

SMART START OF NEW HANOVER COUNTY  
**PART-TIME CIRCLE OF PARENTS FACILITATOR**  
JOB DESCRIPTION

**Job Title:** Part-time Circle of Parents Facilitator

**FLSA Status:** Non-exempt

**Reports to:** Family Services Manager

**Summary:**

The Circle of Parents Facilitator works in the Circle of Parents program, and other parent education projects as required, to provide strengths-based facilitation and support services to parents and caregivers in the target population. Circle of Parents is a peer support group model that provides mutual support through shared ownership. Each group is guided by a trained Facilitator and a trained, volunteer Parent Leader. The Circle of Parents facilitator works collaboratively with the family services team and adheres to program model fidelity. This includes the provision of ongoing support to clients and involvement, as appropriate, in community activities related to early care and education and family services.

**Essential Duties:**

- Perform a broad range of duties to develop or enhance Smart Start's mission and relationships in the community;
- Successfully complete all training or certifications required to offer Circle of Parents or other evidence-based/evidence-informed programming;
- Complete all ongoing professional development requirements of SSNHC and program model;
- Establish Circle of Parents programming at host sites, consisting of one meal and one meeting per group, for up to 2 groups per week and up to 40 weeks per year;
- Market programming to target population via flyer and social media distribution, as well as other outreach activities;
- Ensure compliance with program standards and fulfillment of all program components;
- Support and coordinate with volunteer Parent Leader during meetings; support new Parent Leaders in assuming their roles when turnover occurs;
- Monitor social media and communication groups for each Circle;
- Distribute and adhere to program policies and safety policies;
- Administer assessments of family need and parental skills, knowledge and access to resources on a prescribed schedule;
- Work with parents, parent leaders, and other staff in collaborative teams to plan, reflect and provide mutual support and share resources;
- Respond to and/or research data related to requests for information or services, making referrals and preparing follow-up information in a timely manner;
- Encourage and support all program participants; foster parent leadership and resilience;
- Maintain up-to-date documentation of services provided, ensuring confidentiality as required;
- Adhere to budget requirements for the purchase of food and host site requirements for space usage;

- Monitor and support contracted childcare providers as necessary;
- Perform other duties as assigned.

**Education:**

Associate's Degree in early childhood education or closely related field.

**Experience:**

At least 3 years of supervised experience working in social work, adult education and/or the early childhood field. An equivalent combination of education, experience and skills and abilities will be considered. Experience working with families with high needs preferred.

**Knowledge, Skills and Abilities:**

- Broad knowledge of early childhood development and family systems
- Ability to use a range of methods and modalities in working with parents related to program requirements and individual parent need, including both one-on-one and group communications
- Ability to establish positive interpersonal relations with partners, colleagues and clients
- Ability to put the principles of family support, shared leadership and mutual self-help, group facilitation, confidentiality, and trauma-informed/resiliency-focused support into practice
- Knowledge of community resources for families and young children
- Skills in project/time management; record keeping; and creative problem-solving
- Ability to work both independently and in teams; to participate in reflective supervision and receive coaching
- Skills in Microsoft Office suite of programs; internet usage; ability to learn and use database programs.
- Ability, as needed, to travel and work two evenings and occasional Saturdays.

**Physical Requirements:**

Ability to meet the daily duties involved with job that include driving (must have valid NC driver's license), sitting or standing for long periods, computer keyboarding, and lifting of up to 25 pounds.

**Mental Requirements:**

Ability to pay attention to detail, to concentrate for extended periods, to perform duties in a variety of locations.