



Parent Partner Job Description

POSITION TITLE: Parent Partner
CLASSIFICATION: Part-Time (Hourly)
PAY RATE: \$15-\$24/hour. Flexible hours from 12 - 16 hours per week.

DESCRIPTION:

Under the supervision of the Parent Education and Support Coordinator, the Parent Partner works directly with parents and caregivers to support parenting skills education in a workshop and community setting. This position is an entry-level family development discipline to coach on specific skill sets for parents and caregivers with fidelity to approved curriculum. The Parent Partner provides a parent perspective in a variety of settings. Uses personal and professional life experiences to establish credibility to encourage practice and follow through of learned skills. Demonstrates unconditional acceptance and hope for a better future. Supports the implementation of culturally respectful and family friendly practices. Provides a parent's perspective to increase awareness and improve the effectiveness of the parent education experience. Participates in program, internal and community meetings to maximize program success. Represents agency values and works with the Youth Alliance vision to empower youth and families through education, supports and guidance.

The primary duties and deliverables include but are not limited to the following:

Duties:

- Uses lived experience to provide peer support for parents and caregivers served by the program as appropriate. Shows understanding and builds a rapport with the parents or caregivers.
- Informs parents and caregivers of the Parent Partner role to assist them. Uses good judgment to identify Parent Partner role's limitations and refers to appropriate discipline. Provides information and referrals for community services or connections for internal teams.
- Models desired adult interactions with children of variable ages when in a family setting.
- Provides non-judgmental, culturally informed support to parents and caregivers.
- Maintains a schedule effectively in order to meet the needs of multiple families, meetings, external and internal contacts, demonstrating time management.
- Produces and maintains accurate and timely documentation within agency standards.
- Supports internal property loaning process for parents that need to check out toys, and Chrome books. Tracks all loaned items and supports timely return. If needed, provide Wi-Fi, and support for tech literacy.

- Follow up with participants for consistent engagement and attendance, to ensure completion of groups and workshops. Support participant's attendance by calling, texting or by email. Provides support connecting to transportation when needed.
- Encourages classroom engagement to maximize adult learning.
- Provides individualized workshop/group lessons as needed for the parent/guardian/Adult in order to complete the program and accomplish court or other legal requirements.
- For in person groups: support meal setup and classroom set up and takedown.
- Works with childcare team members to leave the facility clean and locked up.
- Complete admission and consent paperwork for each program.
- Complete data entry for participant services.
- Participate in weekly team meetings to plan, review services and deliverables.
- Receives training according to skills to be developed to complete work in an ethical, appropriate and timely manner.

Requirements:

- High School Diploma or GED
- Experience as a parent with children aged 0 to adolescent.
- Bilingual, bi-literate in English and Spanish
- Valid California Driver's License
- Has proof of taking a parent education course or group education to support personal or family strengthening.
- Comfortable using computers

Other certifications, experience, or education considered a plus:

- College course that supports working with families
- Experience with self or family member with justice system involvement
- Experience maneuvering school systems
- Experience with a child with special needs
- Experience with groups, participation or facilitation.
- Computer literate in Word, Excel, Google docs.

Helpful Skills and Qualifications but not Required

- Previous or active participant in YA programs or attended a YA event.
- Strong computer skills with proficiency in Microsoft Office and a variety of applications.
- California driver's license, insurance, and regular access to a 4-5 seat passenger car.
- Experience with one or more of the following areas: action research, campaign strategy, curriculum development, alliance building, media outreach, grassroots fundraising, and educational policy.
- Has experience in and/or knowledge of the culture and history of organizing and education advocacy.
- Fluency in a second language.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands and fingers, handle, or feel objects, tools, or controls; stoop, kneel. Balancing, Climbing, and Crawling are not required. The employee must occasionally lift and/or move up to 35 pounds. Assistance is required above this amount. Be willing to work flexible hours.

Special Requirements:

Must be able to meet and receive Fingerprinting/Background Check and TB Test clearance as required by the school district to work with children in a school setting. Must be physically able to assist clients and/or staff in the evacuation of program facilities in emergencies.

Acknowledgement & Receipt:

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by the department head or supervisor.

I, _____, have read the above Job Description, and fully understand the conditions set forth therein. I will perform the above duties to the best of my knowledge and ability. This Job Description may be periodically revised to accommodate various changes in staffing resources and job demands. Furthermore, I acknowledge that I have received, read, and sought clarification of any questions I have regarding the contents of this job description.

Employee's Full Name:

First	MI	Last
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Employee Signature: _____ Date: _____

How to Apply:

Send your resume, a cover letter demonstrating your interest and qualifications, preferred location (South County or Hollister) and at least three references to rigo@youthall.org with the subject line "Organizer – Your Name."

Two positions are available immediately to work in the Gilroy and Hollister offices. Hybrid in person, remote and virtual schedule. YA is committed to investing time, mentorship, and training to support someone passionate about building youth power.

YA is an equal opportunity, affirmative action employer. People of color, women, people who identify as lesbian/gay/bisexual/transgender/gender non-conforming, and people with disabilities are encouraged to apply