

Lutheran Family Services

AmeriCorps Position Description

Host Site: Community Action Partnership **Location:** Lincoln
Position Title: Head Start Center Family Partnerships Coordinator
Effective Date: January 2012
Paygrade: AmeriCorps Half Time **Reports to:** AmeriCorps Manager

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: Community Action's Head Start Child Development Center provides child development services to low-income families who are working, going to school, or in a workforce development program. Services include child development, case management, and parent involvement to provide holistic support services for the entire family. This position would support and create parent involvement opportunities for families enrolled at the Head Start Center.

Essential Position Duties:

Service Delivery

1. Build Relationships with parents.
 - a. Face to face contact
 - b. Greeting them upon arrival
2. Assist with Planning for and Facilitation of Parent Committee meetings (monthly)
 - a. Organize details (meals, seating, making copies, etc.)
 - b. Motivate parents to attend meetings with effective marketing
 - c. Track meeting minutes and documents
3. Assist with the Facilitation of Family Events (Art Gallery, Literacy Night, End of Year Celebration, Pumpkin Patch, Health and Safety Fair, Circus, and Zoo)
 - a. Organize details
 - b. Gather supplies
 - c. Advertise for the events to families
 - d. Track documents
 - e. Greet and assist parents during the event
4. Enter client data into Service Point tracking system (twice a year)

Position Requirements:

- The ability to work with diverse, high-need families
- Basic computer competency required
- 17 years of age or older
- High School Diploma/GED
- U.S. Citizen or Legal Permanent Resident

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

Criminal History, Child Abuse Registry, Adult Abuse Registry, Sex Offenders Registry, Department of Motor Vehicles Records, and FBI Fingerprint checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____

Date _____

Member Signature _____

Date _____

Director Human Resources _____

Date _____

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