

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Father Involvement Coordinator

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Supervisor: Family Services/ERSEA Manager

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

The Father Involvement Coordinator is responsible for the coordination of father involvement activities, and supporting the Family Services Department.

### **Essential Duties and Responsibilities**

- Liaison between children's male role models and SHS to encourage participation of males in the program.
- Plans, promotes and facilitates Father Involvement activities to emphasize a family approach to child development.
- Promote staff awareness of the importance of Father Involvement in the child development process.
- Coordinate the delivery of Father Involvement services with SHS staff as needed.
- Provide training and mentoring to staff and parents as needed.
- Facilitate "Dads Groups" based needs as they arise in conjunction with the Family Services Staff.
- Participate in Family Services projects that need support.
- Support Parent Involvement projects as assigned by Family Services Manager

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write technical reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

**Education**

*Minimum*

AA degree in related area

*Desired*

BA degree in related area

**Training and Experience**

*Minimum:*

Two years related experience.

*Desired*

Five years related experience

**Physical Demands**

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 sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title