POSITION: Incredible Years Facilitator
DEPARTMENT: 544 Programs: Parent Education
REPORTS TO: Early Childhood Program Director (ECPD)
Wage & Hour Status: Contract Position
Pay Grade: Contract Position
Salary Range: $25 Hour

PURPOSE: To facilitate sessions of the Incredible Years Basic Parenting Program offered by the Early Learning Coalition of Marion County (ELCMC).

DUTIES AND RESPONSIBILITIES:
• Facilitates Incredible Years (IY) Groups at scheduled meeting times at the ELCMC office or other meeting spaces as deemed appropriate.
• Attends all IY training and coaching sessions.
• Engages in appropriate planning and follow-up tasks as required by the IY program.
• Maintains participant rosters, administers surveys, and collects any other data needed by ELCMC for compliance with the IY program.
• Maintains and regularly turns in all expense and time sheets in a timely manner.

MINIMUM QUALIFICATIONS:
Education and Experience:
• Bachelor’s degree in human services.
• Experience with adult learning and early child development.

Knowledge, Skills, and Abilities:
• Confidence working and speaking with parents and families.
• Excellent oral/written communication and interpersonal skills.
• Proficient with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
• Proficient with web-based applications.
• High degree of integrity and honesty.
• Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
• Multitasks and maintains flexible hours/schedule, as needed.

PREFERRED QUALIFICATIONS:
Education and Experience:
• Master’s degree in early childhood education, Psychology, or another Human Service-related field.
• Minimum of two years’ experience teaching adults.
• IY Training and/or Certification.
Requirements:
• Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must submit and pass a level 2 background screening and E-Verify requirements.
• Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
• Submit and pass a drug screening.
• Telecommute eligible, if applicable for portions of position.
• Work flexible hours/schedule, as needed.

Work Environment:
Various locations throughout Marion County.

Approximate travel: 75%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

_______________________________________  ____________________
Name                                            Date