

## **JOB DESCRIPTION**

**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.

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**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