

## POSITION DESCRIPTION

<b>Title:</b>	Family Support Specialist
<b>Department:</b>	Family Support
<b>Direct Supervisor:</b>	Family Support Manager
<b>Home Office</b>	On-Site/Mooresville Office
<b>Classification:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>FSLA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Salary Grade:</b>	Grade 16, Starting Salary: \$43,676 + Competitive Benefits Package

### **Position Summary:**

The Family Support Specialist is responsible for maintaining the daily operations of the Early Learning Resource Center (ELRC) and lending library, providing education and guidance on the appropriate use of learning materials, facilitating weekly playgroups utilizing the Kaleidoscope Play & Learn curriculum, planning, developing, and implementing activities/workshops for families and early childhood professionals.

### **Essential Duties and Responsibilities:**

#### ***Maintenance of Early Learning Resource Center***

- Maintain and organize the physical layout of the resource center.
- Process requisitions for purchase orders for equipment and materials and check-in orders as received.
- Catalog, label, and code resource materials.
- Enter resource materials into an online library and manage circulation and check-out system.
- Maintain familiarity of resources and educational materials and demonstrate appropriate developmentally use and purpose as teaching tools to patrons.
- Schedule delivery of materials utilizing mobile resource van on a rotating basis.
- Prepare invoices and maintain overdue notices.
- Prepare monthly display of ideas/themes.
- Conduct yearly inventory of all resource center materials.

#### ***Resource Development/Skills Instruction***

- Plan, develop, and implement usage of educational materials.
- Prepare developmentally appropriate materials and activities/lesson plans in thematic tubs.
- Develop resource bags with circle-time activities, "attention grabbers", and transition ideas to assist patrons in their classroom planning.
- Plan, prepare and implement monthly "make-it- take-it" workshops for child care centers/homes, and families.

#### ***Equipment Demonstration/Usage***

- Assist patrons with production equipment: die cuts, copier, book binder, laminator, Ellison machines, etc.
- Educate patrons regarding use and safety rules governing equipment and provide one-on-one instruction as needed.

#### ***Playgroup Facilitation (Kaleidoscope Play & Learn)***

- Prepare weekly group activities and supplemental materials.
- Plan and conduct playgroup activities which will enhance care-giver child relationships and support school readiness.
- Involve participants in activities and discussions which encourage intellectual, language, social and emotional, and motor development.
- Encourage and engage parent leadership.
- Set up and clean up the playroom and sanitize materials.
- Maintain enrollment, attendance, and all data tracking documentation for each participant.
- Participate in Kaleidoscope Play & Learn community of practices.

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***Office Support (Back-up as needed)***

- Answer general phone inquiries and direct calls to the appropriate department/staff.
- Greet visitors.

***Public/Community Relations***

- Develop working relationships with early childhood educators and families.
- Promote usage of ELRC and encourage utilization of educational materials and equipment.

***Record Keeping/Data Collection***

- Facilitates program evaluation through data collection and tracking.
- Collect and compile program data and complete ICPYC quarterly and other reports as needed.

***Other Duties as Assigned***

- Perform other duties as necessary to promote and foster the mission of ICPYC.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the requirements listed below.

- Must pass a criminal background check.
- Must have reliable transportation and valid driver's license.
- Occasional evening, early morning, and/or weekend hours may be required.
- Local travel is required.

**Education and/or Experience:**

Associate degree in a field related to early childhood education, child development, or human services from an accredited college or university, and four (4) or more years' related experience required. Bachelor's degree preferred. Equivalent combination of education and experience is considered. Prior experience using the Kaleidoscope Play & Learn curriculum is not required. Training will be provided.

**Knowledge and Abilities:**

- Ability to connect with families, children, and coworkers with enthusiasm and professionalism.
- Knowledge of Standards of Quality for Family Strengthening & Support and Strengthening Families and the Protective Factors Framework (Training will be provided).
- Knowledge of developmentally appropriate practices and materials for children birth to age five.
- Proficiency in Microsoft Applications.
- Ability to communicate and work effectively with people from diverse backgrounds.
- Ability to adapt to and support a changing work environment and new demands.
- Effective oral/written communication skills.
- Demonstration of proper use of English language, business composition, spelling and punctuation.
- Ability to work independently and as part of an integrated team.
- A high level of organizational and interpersonal skills.
- Ability to lift up to 40 pounds.