

Parent Workshop Facilitator Job Description

Do you believe parents want the best for their child, but don't always know how to provide it? Are you interested in helping families obtain the knowledge and resources to help their child succeed in school? That's what the *YOU: Your Child's First Teacher Parent Engagement Program* is all about, and we're looking for dedicated and passionate people to facilitate our YOU Program Parent Workshops.

YOU: Your Child's First Teacher is a bilingual parent engagement program designed to give parents practical steps to help their child succeed in school and life. The program validates what parents are already doing well, and empowers them to partner with schools in the effective and meaningful way that has proven to increase student achievement. The program takes parents from the birth of their child through college and career readiness, and helps them apply a holistic approach every step of the way.

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The YOU Program delivers Parent Workshops onsite to schools, school districts, and community organizations. The YOU Program has developed a method for delivering the curriculum in the workshops, while still leaving room for customizing goals for the parents being served. Parent Workshops are typically 4 hours long for instruction. Parent Workshops are typically held during school days and times, but may be scheduled on weekends and evenings as well.

The primary responsibilities of the Parent Workshop Facilitator are:

- Fully understand the philosophy, approach, curriculum, and constructive spirit of the YOU Program.
- Participate in a workshop assignment call with YOU Program Experts to understand client background and goals, customized curriculum, learning activities, and special instructions for each assigned workshop.
- Arrive punctually to workshop sites, perform setup and registration duties as needed.
- Ensure that the YOU Program is delivered professionally and effectively to meet the client's desired parent goals during the workshop. Establish a safe and engaging environment during the workshop for parents to discuss experiences, struggles, and questions. Provide guidance to the parents based on the YOU Program content, and offer continued support through YOUParent.com.
- Collect, organize, and provide participant workshop evaluation forms to YOU Program Experts, as well as participate in a debriefing session about the workshop.

All Parent Workshop facilitators will be required to attend a ½ day orientation and follow an onboarding process before being able to fully facilitate a YOU Parent Workshop.

Qualifications

- Have experience as an educator (teacher, administrator, community outreach, counselor)
- Speak and read in English and Spanish preferred
- Demonstrate strong time and classroom management skills
- Be resourceful and organized
- Be available during school days and hours
- Have dependable transportation to arrive to workshop locations

Parent Workshops can be held nationwide. Candidates who are also available to travel outside of the Chicago area are strongly desired.

Send your resume and contact information to Carmen Hovanec (chovanec@spced.com).