

## **Kent County Great Start Parent Coalition Lead Parent Liaison Job Description**

### **The purpose of the Kent County Parent Coalition is:**

- To speak publicly about the work of the Great Start Parent Coalition and young children in the community and assist with building public will for the early childhood investment
- To represent the needs and issues for parents from groups that they represent on behalf of early childhood
- To build a knowledge and appreciation of the richness of cultures that we have in Kent County
- To assist parents from their regions in finding needed early childhood services
- To participate in family centered leadership, advocacy and diversity training (Optional college credits will be available)
- To participate in legislative advocacy
- To serve as a focus and constituency group for parents on the Great Start Collaborative
- To strengthen the civic engagement of parents in the community on behalf of young children
- To produce effective board members and leaders in our community

### **The purpose of the Lead Parent Liaison is:**

- To work with the Great Start Director to plan for and support parent members of the Collaborative
- To coordinate the advocacy work between parents and legislators in the community and at the state level
- Mentor and recruit other parents in the community to become involved with the Collaborative and its activities
- Implement the intended purpose of the coalition in a leadership relationship with other parents of the coalition
- Communicate Coalition news to other parent groups and schools across the County
- Represent a distinct and diverse parent group for Kent County (urban, Hispanic, rural, suburban), while keeping the needs of all children in Kent County in mind

### **Timeframe for this position:**

September 2010-September 2011

### **Reports to:**

Kent County Great Start Collaborative Director

### **Minimum Qualifications:**

- Be the parent of a child under the age of twelve, who is representing the diversity of the community
- Be interested in mentoring and supporting other parents in the community
- Great communication skills and interest in calling and visiting many parents for recruitment and information sharing purposes
- Willingness and ability to travel throughout Kent County

- Willingness to attend several state or national trainings per year
- Ability to work positively with other parents
- Availability to work in the GSC offices approximately two days per week
- Experience in working with other parents or parent organizations
- Prior experience in working on children's issues or in an educational setting
- Must submit to a fingerprint criminal history check

**Duties and Responsibilities:**

- Coordinates and supports the efforts of the parent trainers and programs
- Actively encourage and locate parents from every school district for the community represented to be involved in the Coalition
- Assist to assure that the Great Start Parent Coalition includes parent members who represent the diversity of the community
- Assemble materials that are needed for parent trainings or meetings
- Communicate upcoming meetings to all involved in the coalition
- Actively participate in all Coalition parent meetings and trainings in a leadership manner
- Help to disseminate the Kent County Great Start information to all area parents
- Maintain open and honest communication between all parents represented and the Great Start Director
- Establish and/or maintain great communication with local elementary and pre-schools
- Maintain attendance records and minutes of all Parent Coalition meetings
- Establish and maintain mailing lists and information on all parents contacted on behalf of the Coalition
- Weekly meetings with other facilitators and the Collaborative Director
- Attend board meetings in the community
- Other duties as required by future grant changes

**Pay Structure:** Hourly rate for 12-15 hours per week at \$20.00 per hour

**Application Deadline:** August 26, 2010

**Kent County Great Start Collaborative  
118 Commerce Ave. S.W.  
Grand Rapids, MI. 49503-4106**

**Kent County Great Start Parent Coalition Application**  
**Position: Parent Liaison**

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Do you have a child under 12 years old?

Education: Highest degree attained and location: \_\_\_\_\_  
\_\_\_\_\_

Community Groups: Please list any parent, community, civic or other groups you have been involved in and indicate the level of your involvement:

Group	Degree of Involvement		
_____	High	Average	Low
_____	High	Average	Low
_____	High	Average	Low
_____	High	Average	Low
_____	High	Average	Low

Prior work history: Please list you work history for the last few years:

Employer	Location	Type of work
_____		
_____		
_____		
_____		
_____		

Are you presently employed? \_\_\_yes\_\_\_no If yes, where \_\_\_\_\_

Have you ever been dismissed, asked to resign or been refused employment? \_\_\_yes\_\_\_no

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

If yes, list offense, date of conviction and Court of Conviction\_\_\_\_\_

Are there any felony charges pending against you? \_\_\_\_yes \_\_\_\_no

References: Please list three personal or professional references

Name	Position	Phone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the information on this application is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application Deadline: August 26, 2010