



<b>POSITION:</b> Parent Outreach Specialist	<b>REPORTS TO:</b> Program Manager
<b>CLASSIFICATION:</b> Full Time –Non-Exempt	<b>DEPARTMENT:</b> YouthPride

**PRIMARY RESPONSIBILITIES:**

Parent Outreach Specialist is responsible for maintaining communication and helping the parents and families of all program participants. The position also coordinates all parent workshops and orientations.

**ESSENTIAL JOB REQUIREMENTS:**

Duties and responsibilities include, but are not limited to the following areas:

- Establish and maintain communication with parents/guardians, local schools, and community resources
- Act as liaison between Program Director, Program Manager, and parents.
- Regularly contact parents/guardians about incident/disciplinary reports, program updates, policies, and events.
- Maintain parent/guardian contact log and database(s) / spreadsheets.
- Collect and update contact information relating to the participating students.
- Maintain and enter demographic data for after school and summer camp enrollment in applicable database and demographic worksheet.
- Prepare materials (flyers, posters, newsletters, sign in sheets, assessments, etc.) for distribution to parents
- Recruit, schedule, attend and monitor all parent workshops and orientations
- Ensure that all confidential student records are secured and maintained accordance with policies and procedures
- Collect and enter data from parent workshop, assessments and reported data (report cards, pre/mid/post assessments, school testing scores, etc.) for each program participant
- Collect and update volunteer hours and information on a weekly basis
- Maintain and update program binders, files, and records on a monthly basis
- Maintaining daily parent contact log
- As needed direct service in the classroom and chaperone field trips
- Post program notices, changes, closing due to holidays, etc.
- Performs any additional duties assigned

## JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge, and experience in the following areas:

- High School Diploma or GED required
- Experience working with children
- Working knowledge of MS Office and Excel
- Good verbal and written communication skills
- Highly organized and detail-oriented and an ability to work in fast paced environment
- Must have the ability to work with co-workers in a professional, confidential and respectful manner. Ability to be fair, flexible and caring
- Commitment to professional communication and confidential maintenance of all client data and agency information.
- Able to pass a Level II background check and drug test
- Bilingual English-Spanish required