



Children's Group Lead Volunteer Position Description

Appointment Term: **Approximately three hours/week for one-year minimum commitment**

Primary Function -- Describes the overall purpose of the position, why the position exists and its importance within the organizational partnership

The Children's Group Lead is responsible for the provision of an ongoing organized group for children while their parents participate in the concurrent support group(s). This lead position is responsible for youth participants, the development, training, and maintenance of the children's group as well as all assistants and/or volunteers, and ensures that the group meets and maintains the partnership standards of quality.

Duties -- Essential functions

1.	Provide a safe, supportive environment for children that helps teach and model conflict resolution and healthy problem-solving techniques	5.	Meet regularly with children's group assistants and/or volunteers, parent representative, and parent group facilitator for networking, problem solving, and/or support
2.	Coach, mentor, and supervise the duties of all children's group assistants and/or volunteers and work as a team	6.	Actively participate in advisory committee meetings to offer input and feedback. Participate in partner-related activities, events and projects
3.	Plan, organize, and implement age appropriate curriculum and/or activities, as well as supervise and direct children's group assistants and/or volunteers in these activities	7.	Participate in training and technical assistance sessions, as requested and available. Maintain accurate participant data tools and submit statistical information to MN Circle of Parents on a regular basis
4.	Coordinate and purchase snacks/supplies in conjunction with the parent representative(s) and parent group facilitator	8.	Knowledge and understanding cultural issues, diversity, and/or the importance of local customs and practices

Skills -- Additional relevant skill-sets

1.	Knowledge and understanding of infant, child, and youth development, and brain development	3.	Knowledge and understanding of protective & risk factors, hosting community Café style sessions, and maintaining consistent participation of events, activities, and groups
2.	Flexibility with time requirements, and physical ability to lift and play on the same level with babies, toddlers, and young children	4.	Knowledge and understanding the signs of child abuse and procedures of reporting possible maltreatment

Preference may be given to those individuals with education and/or experience working with young children in a day care or pre-school type settings, and supervisory experience. Preference may also be given to individuals with education and/or experience in the ACE Study, brain development/science, creating awareness, education, support and leadership and applying those practices to help strengthen local communities.