

Parent Group Facilitator 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 Parent Group Facilitator is responsible for facilitating ongoing parent support groups based on the Circle of Parents® mutual self-help and shared leadership models. The Facilitator, in conjunction with the parent representative(s), is responsible for the development, training, and maintenance of the group, co-facilitators, mentors/coaches parent participants, and ensures that the group meets and maintains the partnership standards of quality.

Duties -- Essential functions

1.	Facilitate the process of mutual self-help and model shared/parent leadership techniques and development with current parent representative(s)	4.	Meet regularly with co-facilitators, parent representative(s), and children's group leader for networking, problem solving, and/or support
2.	The ability to engage participants individually or as a group. Coach, mentor, and nurture empowerment of group participants in opportunities for leadership development	5.	Actively participate in advisory committee meetings to offer input and feedback. Participate in partner-related activities, events, and projects
3.	Work in partnership with parent representative(s) to organize, plan, and facilitate curriculum and/or speakers, as deemed necessary by participants, and provide resource/referral information. Help coordinate snacks/supplies for group(s)	6.	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

Skills -- Additional relevant skill-sets

1.	Knowledge and understanding of group dynamics, shared leadership, parent leadership, and mutual self-help models	4.	Knowledge and understanding of protective & risk factors, hosting community Café style sessions, and maintaining consistent participation of events, activities, and groups
2.	Knowledge of positive parenting techniques, parent/family empowerment, and child/youth development	5.	Help ensure a welcoming environment for participants, flexibility, and ensure an atmosphere that allows for everyone to talk, share, support each other, and maintain consistent participation
3.	Knowledge and understanding cultural issues, diversity, and/or the importance of local customs and practices	6.	Have knowledge and availability of local resource/referral information for dissemination as needed

Preference may 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.