

Parent Representative Volunteer Position Description

Appointment Term: Approximately three hours/week for one-year minimum commitment and commitment to attend trainings as needed			
Primary Function -- Describes the overall purpose of the position, why the position exists and its importance within the organizational partnership			
The Parent Representative is an active member of the Advisory Committee, acting as liaison between the committee and local parents and families. If applicable, the parent representative is responsible for co-facilitating the parent support group based on the Circle of Parents® mutual self-help and shared leadership models. The parent representative, in conjunction with the parent group facilitator, is responsible for the development, training, and maintenance of the parent support group and ensures to maintain and/or meets standards of quality.			
Duties -- Essential functions			
1.	Actively participate in Advisory Committee meetings. Act as liaison between committee and local parents/families. Offer input, leadership, and feedback to committee. Participate in partner-related activities, events, projects, etc. Participate in training, workshops, and technical assistance sessions as requested and needed	4.	If applicable, co-facilitate the process of mutual self-help and model shared and parent leadership techniques and development. Meet regularly with parent group facilitator(s) and children's group leader for networking, problem solving and/or support
2.	Serve as a resource to the MN Circle of Parents Parent leadership committee through meetings, calls, and/or other contact means (when available)	5.	Work in partnership with facilitator 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
3.	Coach, mentor, and nurture empowerment of local parents/ families for possible opportunities of leadership development	6.	Participate in training and technical assistance sessions, as requested and available
Skills -- Additional relevant skill-sets			
1.	Knowledge, commitment, and understanding of parent/shared leadership, family empowerment, and mutual self-help models	3.	Knowledge and understanding of protective & risk factors, hosting community Café style sessions, and maintaining consistent participation of events, activities, and groups
2.	Knowledge and understanding of parenting techniques, child and youth development, group dynamics, family needs, and community/local resources	4.	Knowledge and understanding cultural issues, diversity, and/or the importance of local customs and practices
If maintaining a parent support group: Help create a welcoming environment for participants and ensure atmosphere allows for everyone to talk, share, and support each other. Be flexible when necessary. Maintain participant data information. Engage participants as a group and individually when possible. Disseminate resource/referral information as needed.			