

**TOWN OF HAMDEN**  
**Part Time Family Coordinator**

**Non-Classified/Non-Competitive**  
**Department: Youth Services**

**10 Hours per week**  
**Flexible Schedule**

**Position Overview:** The HYS Early Care and Education Center Family Coordinator will be responsible for establishing and maintaining positive and productive relationships with families. The Coordinator will work in tandem with the Program Director and Lead Preschool Teachers to ensure consistent, regular communication with families and insure that all-concerns are addressed in a timely manner.

**Supervision Received:**

The Part Time Family Coordinator reports directly to the Child Care Program Director.

**Essential Job Responsibilities:**

1. Family Engagement Planning
  - Leads the HYS Early Care and Education team in the engagement and involvement of families enrolled in the program through activities, practices and services. A variety of strategies will be utilized including direct parent support, workshops, meetings, social activities, consultation to program staff. Some events and meetings will be held in the evenings.
2. Community Partnerships and Referral Services
  - Works collaboratively with Program Director and Lead Teachers to ensure access and referral to comprehensive family support services to all families including but not be limited to, hearing, vision and dental screenings, income supports, food pantry, housing, social services and adult literacy, education and training.
3. Home-School Connection
  - Relate assessment information to parents/guardians and offer support for dealing with children at different stages.
  - Interpret school program to parents in order to strengthen families' understanding of the individual children's needs and the teaching/learning approach of the program.
  - Work closely with the Lead Preschool Teacher, Teacher, Teacher Assistant and Program Director, ECCP staff and other professionals to support and meet the needs of each family.
4. Maintain a commitment to professionalism
  - Maintain professional competence through in-service education and other professional growth opportunities
  - Promote the Youth Services philosophy and educational objectives
  - Supports the Town of Hamden's code of Ethical Conduct
  - Actively participate in staff meetings, workshops, coaching and in-service trainings provided by Youth Services and professional opportunities provided in conjunction with the State's Preschool Development Grant

**Minimum Qualifications Required:**

Bachelor's degree in early childhood education, social work, or related field and at least 2 years of experience working in an early childhood program or social services department or organization.

- Knowledge and experience in the philosophy and best practices in the support of parent engagement, adult learning , family centered assessment and goal setting, high quality early childhood education.
- Knowledge of the State of Connecticut Early Learning and Development Standards, the Connecticut Curriculum and Assessment Frameworks, NAEYC standards, policies and procedures, preferred must possess excellent written and verbal communication skills.

**License or certificate:** A valid, current Connecticut Driver's License and CPR Certification is required.

**Physical, mental exertion/environmental conditions:** Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. Must have the physical ability to remain on your feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden, however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.**

June 2015