



Great Start Collaborative

2525 3rd Avenue South Escanaba, MI 49829
906-786-9300 Ext. 109

Great Start Parent Liaison Job Description

Purpose of the Position: To lead the Great Start Parent Coalition in Delta County and increase parent participation in early childhood planning and decision-making with the Delta-Schoolcraft Great Start Collaborative

Reports To: Tara Weaver, Director, Delta - Schoolcraft Great Start Collaborative

Minimum Qualifications:

- Associates degree preferred in business or related field
- Prior experience working or volunteering positively with other parents
- Effective communicator in both verbal and written forms
- Able to speak in front of groups
- Know how to encourage, lead and facilitate a group toward a shared goal
- Understand advocacy process and actively engage in it
- Self-motivated and self-directed
- Organized and ability to delegate responsibilities to others
- Prior experience (either paid or unpaid) working with community members and organizations
- Interested in mentoring and supporting other parents in the community
- Valid MI drivers license or willingness and ability to travel throughout Delta & Schoolcraft Counties
- Willingness to attend State trainings
- Must submit to a fingerprint criminal history
- Completion of Central Registry Clearance

Duties and Responsibilities:

- Encourage and lead a Parent Coalition
- On-going recruitment of new members through one-on-one contact, attending local parent led meetings, participation in community events.
- Communicate and coordinate with existing early childhood and parent groups to avoid duplication of efforts
- Understand and participate in advocacy efforts
- Assist in assuring that the Great Start Parent Coalition includes parent members who represent the diversity of the community
- On-going communication with members through phone calls, emails, etc
- Maintain open communication lines between parents and the Delta-Schoolcraft Great Start Collaborative
- Establish and/or maintain a positive relationship with local daycare providers, preschools, and elementary schools
- Maintain attendance records and minutes of parent coalition meetings/activities
- Be involved in Delta County parent/child events
- Other duties as required by future grant changes

Contract: \$13/per hour (12- 18 hours a week)

Applications are available at the Delta-Schoolcraft ISD, 2525 3rd Avenue South, Escanaba

Visit: www.great-start.org and click on Parent Coalition. Application deadline: Friday August 13, 2010.