**Family Resource Center Coordinator**

Reports to – Elementary-Upper Elementary Principal and District Administration Representative

To assume responsibility for the full and complete operation of the center fulfilling the components in the grant as approved by the state. Perform various types of record keeping, including maintaining Center budget and reports.

**PERFORMANCE RESPONSIBILITIES**

1. Coordinate all activities of the Family Resource Center
2. Train and supervise FRC Family Advocate/Assistant, volunteers and other support staff
3. Coordinate orientation and/or training for administrators, teachers, support staff, students, parents and community service providers
4. Communicate with school staff, service providers, students and parents on a regular basis about FRC activities
5. Make presentations to local clubs and organizations throughout the year as needed
6. Develop and coordinate volunteer programs
7. Develop and disseminate materials and information to the school and community
8. Secure confidentiality agreements from Center participants to be shared with appropriate agencies
9. Assist in locating affordable childcare for families
10. Make referrals to and coordinate after-school activities and programs
11. Coordinate parent meetings and trainings
12. Coordinate health service to the school health nurse and Gallatin County Health Department
13. Coordinate health services to the school health nurse and Gallatin County Health Department
14. Assist in locating and certifying home childcare providers
15. Coordinate services with the Department of Family Permanency and the Department of Family Support
16. Assist families with basic needs
17. Serve as liaison with agencies
18. Organize parent support groups
19. Maintain and balance FRC financial books and accounts
20. Maintain a community resource directory for parents
21. Operate Center according to by-laws
22. Produce evaluation reports
23. Seek additional sources for Center funding
24. Organize Interagency Task Force
25. Develop yearly work plans
26. Complete monthly advisory council reports, annual state reports, quarterly reports and site-based council forms
27. Any other duties related to the Center assigned by immediate supervisor

**PHYSICAL DEMANDS**

Ability to carry and lift boxes, ride buses, drive and make home visits. Attend many evening meetings, ability to work outside and go on field trips in the summer as well.

**MINIMUM QUALIFICATIONS**

1. Bachelor’s Degree in social work, psychology, elementary education or related field (preferred)
2. Excellent organizational and interpersonal skills
3. Knowledge of the community
4. Strong desire to serve the targeted population
5. Clerical experience including efficiency with computer and automated office equipment

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee