POSITION: PARENT MENTOR PROGRAM: FAMILY LIAISON

LOCATION: Vail Valley, Colorado (Vail, Avon, Edwards, Eagle, Gypsum)

STATUS: Active Search

VAIL VALLEY FOUNDATION – OVERVIEW

Founded in 1981, the Vail Valley Foundation (VVF) was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately $24 million and a full-time staff of 64 employees.

Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.

Since its inception, the nonprofit Foundation has continued to fulfill its mission to enhance and sustain the spirit of the Vail Valley by providing leadership and community based programs and activities in three pivotal areas.
PARENT MENTOR PROGRAM: FAMILY LIAISON

JOB SUMMARY:
The Family Liaison assists in the design, development, delivery and review of the Parent Mentor program. Through empowerment, individualized involvement, effective communication and a strengths-based approach, the Family Liaison will provide Parent Mentor participants with the training, skills and support needed to become educational leaders within their communities, through school calendar-based volunteerism in local elementary schools. This position will serve as a liaison for the purpose of removing barriers to parental involvement in the schools and support students in academic success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Core duties and responsibilities include the following. Other duties may be assigned.

- Coordinate recruitment of Parent Mentors for the school calendar year at all school sites.
- Plan, organize and facilitate trainings, based on identified need. (Pre-training and weekly training throughout school year.)
- Assist with Parent Mentor goal setting and attainment for program year.
- Provide strengths-based site leadership and daily support at 4 up-valley schools that includes: attendance/punctuality, support, teacher check-ins, problem identification/solving, strengths recognition and social media correspondence.
- Maintain current and accurate reports and record keeping.
- Connect Parent Mentors to community opportunities and resources.
- Represent Parent Mentors in the community-committees, coalitions, meetings; support Parent Mentors in participation.
- Support the Early Childhood Learn Through Play program at the 4 up-valley sites including: site support, monitoring, communication, problem identification/solving, strength recognition.
- Attend all Early Childhood staff meetings as scheduled.

QUALIFICATIONS:
- Must be fluent in English and Spanish, particularly in the areas of speaking, reading and writing.
- Bachelor’s Degree in early childhood education or related field, preferred.
- Minimum of two years’ experience working with students (0-8 year olds) and/or families of diverse backgrounds.
- Must have reliable transportation with valid driver’s license.
- Experience in the use of technology.
- Ability to take initiative and work independently within accountability system.
- Interpersonal skills. Have the ability to communicate and work effectively and respectfully with students, parents and community partners.
- Within 30 days of hire date, CPR/First Aid certification.
- Must pass agency’s background check.

**BENEFITS AND COMPENSATION:**
This is a part-time position, averaging 20 hours/week when school is in session. Pay is $20/hr.

**TO BECOME A CANDIDATE:**
Please send a cover letter, resume and references to jobs@vvf.org.