



Parent Support Circle Program

Volunteer Facilitator Job Description

Working with the supervision, support and direction of Parent Support Services Society of BC (PSS) staff, and with the support of the local Steering Committee, the volunteer facilitator plays a key role in the implementation and/or continued operation of the Parent Support Circle.

The volunteer will devote the majority of his/her time and efforts to providing direct services and is also responsible for ensuring that the administrative tasks are carried out in a timely and competent manner. Volunteers are encouraged to take advantage of ongoing personal and professional development opportunities to enhance their skills and understanding.

Direct Service Delivery

1. contact/accept new referrals into the group according to established local procedures
2. facilitate weekly Parent Support Circle meetings according to organizational guidelines as specified in the Facilitator's Handbook
3. arrange for child care and transportation subsidies as required
4. devote sufficient effort and time to establishing and maintaining a healthy relationship with co-facilitator
5. advocate on the parent's behalf when invited to do so, and when it is in the parent's best interest
6. be aware of other community resources, and offer referrals to members, as appropriate
7. be an active member of the Steering Committee, to the extent possible, and in a manner consistent with the role of group facilitators
8. strive to promote the program to the community at large
9. provide a positive role model for parents
10. meet duties and responsibilities in an ethical manner at all times

Administrative Duties

1. complete monthly group statistic forms as per policy
2. establish and manage a seed account to meet group expenses
3. ensure an appropriate meeting place is arranged and maintained
4. make arrangements for group supplies (coffee supplies, etc.)
5. remain informed about agency policies and procedures
6. take advantage of opportunities to participate in the development of agency policy and procedures

Personal and Professional Development

1. complete Initial Training as required
2. complete any other initial or ongoing training as required
3. remain aware of and participate as much as possible in other professional and personal development opportunities as provided by PSS or other agencies

Qualifications

Personal Characteristics

- personal maturity
- belief in self-help values
- a non-judgmental and caring attitude
- a willingness to work within PSS guidelines
- ability to use common sense and individual discretion in decision-making

Skills

- strong interpersonal and communication skills, and an ability to model those skills within a group setting
- ability to work with staff, co-facilitator, and Steering Committee in a "team" approach

Experience

- The ability to apply your own general life experience is more important than professional experience or training
- Being a parent is not necessary, but it is critical to have a strong understanding of the complexities and dynamics of child/parent interactions

A commitment of a minimum of 1 year for an average of 5 hours per week is asked of all facilitators.