



Children & Family Program Coordinator

Part-Time, Hourly | Children & Family Programs

Reports to	Director of Program Operations
Program guidance	Children & Family Lead Coordinator
Primary focus	Children's and child/caregiver programming, including Playgroups, Open Play, and family-centered activities
Locations	Brevard, Rosman, and approved community sites
Status	Part-time, hourly

Position Summary

The Children & Family Program Coordinator helps cultivate a welcoming and engaging atmosphere for children and their families. The Coordinator works directly with children in child-focused programs and engages both children and their parents or caregivers in family programming. The role plans and facilitates age-appropriate activities, supports positive parent-child interaction and community connection, and provides day-to-day coordination within assigned programs. In parent-child settings, the Coordinator initiates conversations with adults, actively participates in play and activities with children, and encourages positive parent-child interaction. The Coordinator receives program guidance from the Children & Family Lead Coordinator, works collaboratively with other Children & Family staff and community partners, and reports directly to the Director of Program Operations.

Essential Responsibilities

Children's Programming

- Develop, plan, and implement a diverse range of age-appropriate and enriching activities for children.
- Coordinate and facilitate educational workshops, arts and crafts sessions, outdoor play and activities, and interactive events that promote learning and creativity.
- Ensure a safe and inclusive environment for all children by following established safety guidelines and program protocols.
- Serve as lead coordinator in assigned child-only and parent-child programs, remaining actively engaged with children throughout activities, including when a parent or caregiver is present, and ensuring materials and spaces are prepared and ready for programming.
- Ensure additional children's team members are assigned clear roles for program delivery.

Parent/Caregiver and Family Engagement

- Organize and oversee family programming that provides a welcoming space for parents and caregivers to connect, participate, and share experiences.
- Welcome parents and caregivers, initiate conversations, build rapport, and help create an environment where adults feel comfortable connecting with staff and one another.
- Model and encourage positive, developmentally appropriate interactions between children and their parents or caregivers.
- Actively engage children in play and planned activities, including when a parent or caregiver is present, while encouraging and supporting appropriate caregiver participation.
- Plan activities that encourage parent-child interaction, bonding, and socialization within playgroup and family-program settings.
- Offer families information and resources related to child development, parenting strategies, and community services.

Collaboration and Community Partnerships

- Establish and maintain positive relationships with local community organizations, schools, and businesses to strengthen program offerings.
- Collaborate with educators, healthcare providers, social workers, and other professionals to help create a comprehensive support network for families.
- Work with community organizations to identify and use appropriate outside resources that enhance programming.

Communication and Program Quality

- Communicate program details, updates, and relevant information effectively to parents, caregivers, and children.
- Respond to questions, feedback, and concerns from families in a timely and professional manner.
- Meet regularly with the Director of Program Operations, including weekly or as needed, to review programming, needs, and priorities.
- Assess the effectiveness of children's and family programming through feedback, observation, and evaluation tools.
- Make appropriate adjustments and improvements to support ongoing program quality and relevance.

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in Human Services, Education, Social Work, or a related field preferred.
- Previous experience planning and facilitating children's activities and parent/caregiver-child programming, with the ability to engage comfortably and professionally with both children and adults.
- Strong organizational and interpersonal skills, including the confidence to initiate conversations and build positive relationships with children, parents, and caregivers.
- Knowledge of child development principles and family dynamics.
- Excellent communication and collaboration skills.
- Familiarity with community resources and support services.
- Basic computer skills, including Microsoft Office and Google applications.

Work Requirements

- Ability to work a flexible part-time schedule that includes regular or occasional evening and weekend hours based on program needs.
- Ability to work in a blend of indoor and outdoor program environments.

- Ability to lift up to 25 pounds.
- Willingness and ability to travel between The Family Place locations and approved community program sites as required.
- Ability to complete other duties required to support the position and assigned programming.

Role Authority and Boundaries

This position provides program coordination and lead-facilitation responsibilities within assigned children's and family programs, including assigning program-delivery roles to team members as needed. The Children & Family Lead Coordinator provides day-to-day program guidance; the Director of Program Operations is the position's supervisor. This position does not have authority for hiring, discipline, corrective action, performance evaluations, compensation, leave approval, or other HR decisions. Personnel matters, policy questions, safety concerns beyond routine program response, and issues outside established program authority must be referred to the Director of Program Operations.

Equal Employment Opportunity

The Family Place is an equal opportunity employer committed to a supportive and inclusive workplace. Employment is at will. This description summarizes the position's primary responsibilities and is not intended to be an exhaustive list of all duties.

Employee Acknowledgment

I acknowledge that I have received, read, and reviewed this job description. I understand the responsibilities, expectations, and essential functions of my position and have had the opportunity to ask questions for clarification.

I understand that this job description is intended to describe the primary responsibilities of my position and may be updated or adjusted as organizational and program needs change.

By signing below, I acknowledge my understanding of the responsibilities and expectations outlined in this job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____