

**Alamance Partnership for Children
Incredible Years / Kaleidoscope Coordinator
Job Description**

Job Title: Incredible Years/ Kaleidoscope Coordinator	Reports to: Program Director
Department/Activity: Family Services/Incredible Years (IY)	Classification: Exempt
Supervises: IY child care providers and contracted IY facilitators	Number of hours per Week: 40
Incumbent:	

Objective:
To oversee all aspects of the Incredible Years Basic Parenting Program and the Kaleidoscope Play & Learn program offered by the Alamance Partnership for Children.
Responsibilities:
<p>Incredible Years Basic Parenting Program</p> <ul style="list-style-type: none"> • Obtain and maintain IY certification. • Coordinate all IY parenting sessions, including the following: <ul style="list-style-type: none"> ○ Scheduling appropriate child care coverage; ○ Scheduling IY facilitators; ○ Reserving space for sessions; ○ Coordinating and planning for meals; ○ Maintaining accurate attendance rosters to be completed by facilitators; and ○ Organizing and collecting all evaluation data. • Facilitate IY sessions as needed. • Recruit families for IY sessions. • Provide continued support to families re: consistent attendance. • Follow up with referrals for IY families in need of additional resources. • Maintain IY budget and monitor spending. • Apply for grant funding. • Organize and maintain all client records in accordance with Partnership procedures. • Maintain and report all data for evaluation purposes. • Order and maintain inventory of all IY related supplies and materials. • Work with staff from Prevent Child Abuse (PCA) to maintain model fidelity. • Participate in in-service trainings with the agency. • Assist in additional tasks assigned by Executive Director and Program Director. <p>Kaleidoscope Play & Learn Program</p> <ul style="list-style-type: none"> • Plan and facilitate Kaleidoscope playgroups. • Recruit families for playgroups. • Refer families in need of additional services. • Schedule new playgroups as needed.
Requirements:
<p>Education/Experience: Bachelor's Degree in Human services area required. Experience with IY or other evidence-based parenting program required.</p>
<p>Special skills/Training: Excellent oral/written communication skills; Confidence working and speaking with parents and families; Ability to multitask and maintain flexibility when needed; Initiative to work independently; Competency with computer skills, especially Microsoft Office applications and internet search engines.</p>

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<p>Additional education/experience/skills/training preferred: IY certification & Trained in Kaleidoscope Play & Learn.</p>

Interested candidates should send resume with cover letter to humanresources@alamancechildren.org. No phone calls please.